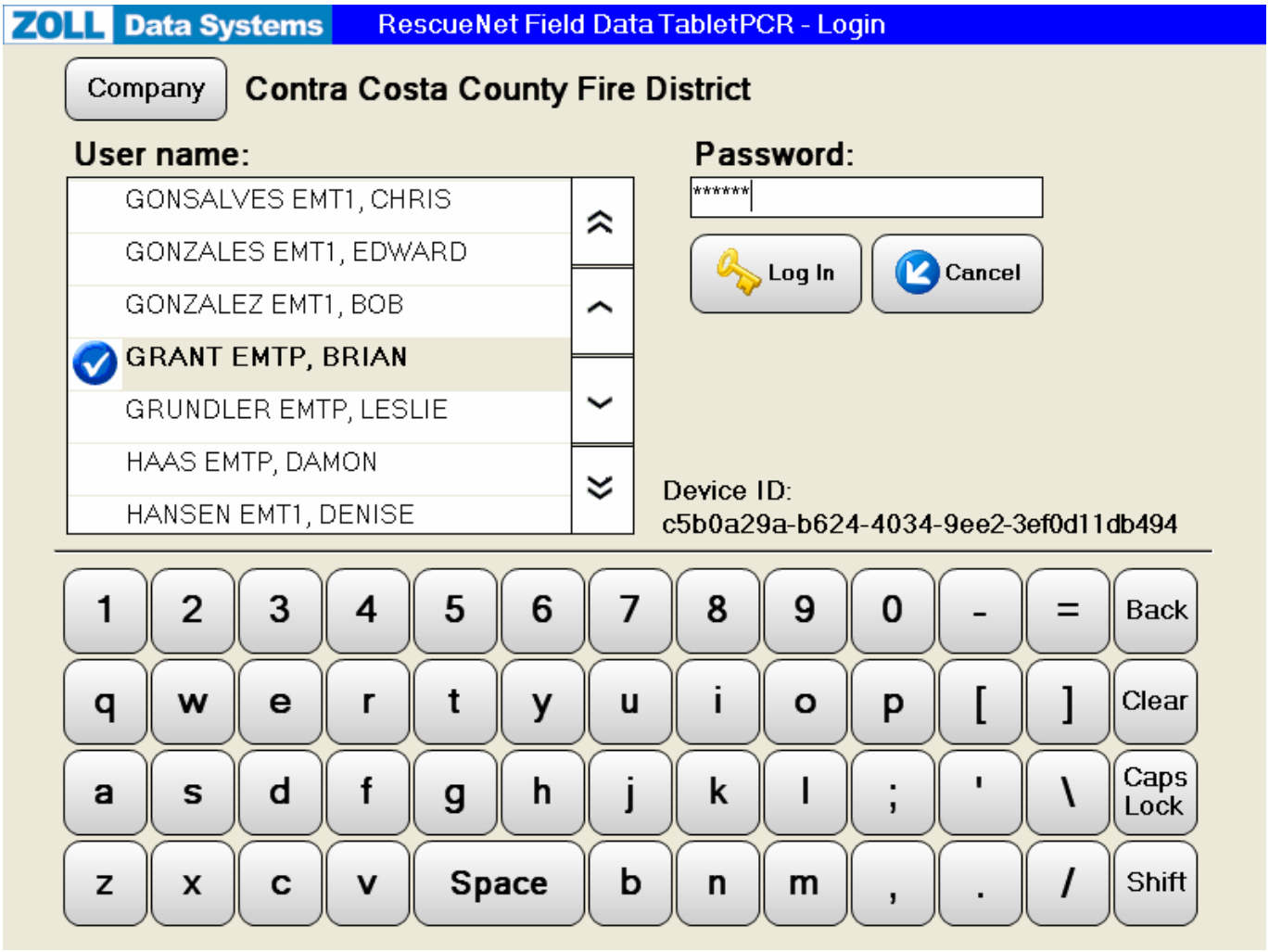
This is a snapshot of a computer desktop with TabletPCR icon circled. It may be in another location on your specific computer's desktop

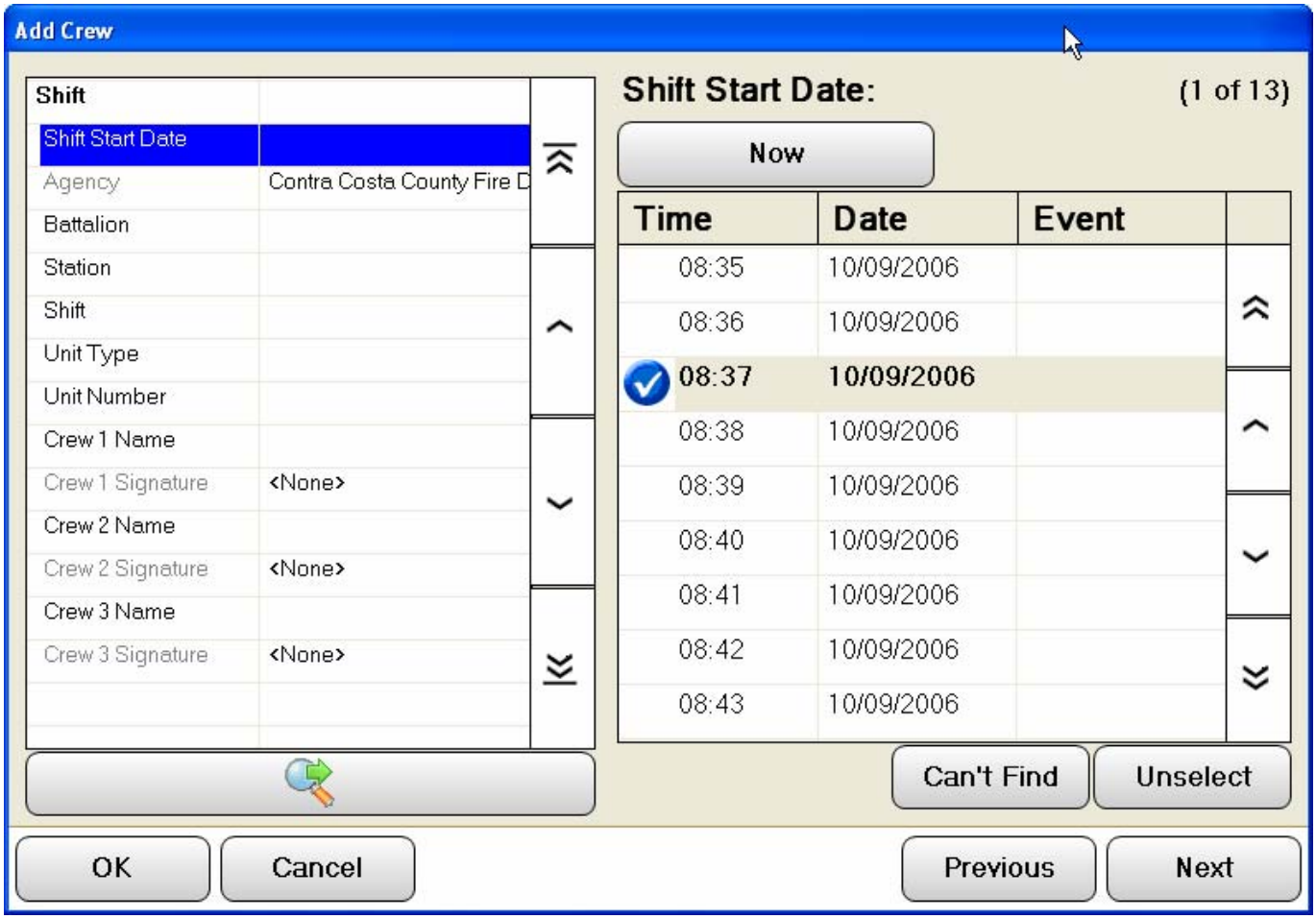
To start the program, double click on the icon.

ZOLL Data Systems
RescueNet Field Data TabletPCR - Login
Company
Contra Costa County Fire District
User name:
HANSEN EMT1, DENISE
HARAMAKI EMTP, KIM
HARLESS EMTP, ROGER
HARRIS EMT1, MANNY
HARTFORD ADMIN, ALAN
HASEY EMT1, TIMOTHY
HATHAWAY EMT1, PATRICK
Password:
Log In
Cancel
Device ID:
c5b0a29a-b624-4034-9ee2-3ef0d11db494
1 2 3 4 5 6 7 8 9 0 - = Back
q w e r t y u i o p [ ] Clear
a s d f g h j k l ; ' \ Caps Lock
z x c v Space b n m , . / Shift

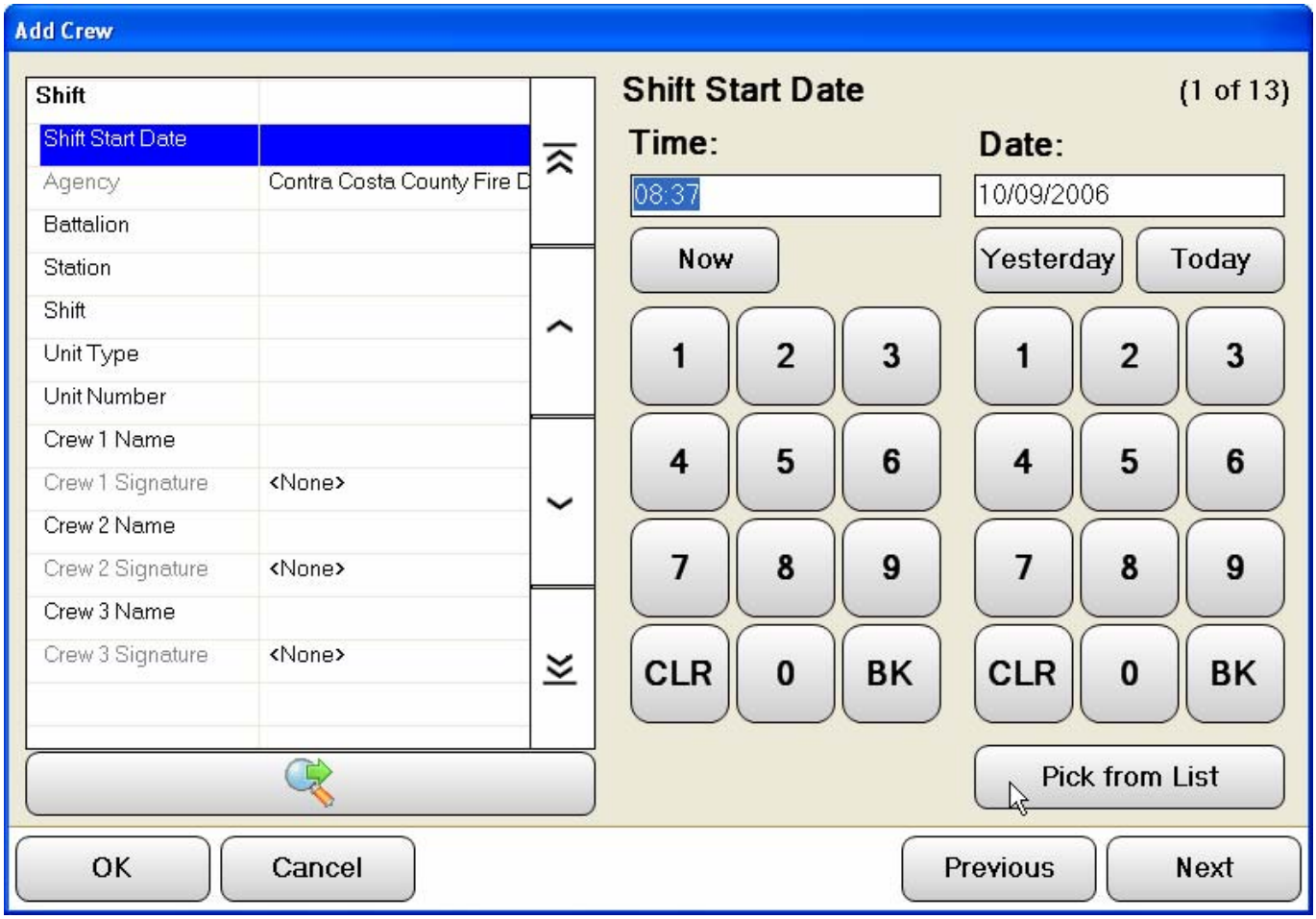
FIELD	COMMENTS:
The computer remembers the last person to log on	
Company	Used to select Fire District – Defaults to Contra Costa County FPD
User Name	List of District personnel – Dependant on Agency selected
Password	Not active until a name is selected
Log In	Not active until a name is selected
Cancel	Closes TabletPCR
Device ID	Specific identifier for your computer
Keyboard	On screen keyboard to start typing a name or password – you can use this keyboard or the physical keyboard
Start typing your last name - when your name becomes visible, highlight it and then input your password	


ZOLL Data Systems
RescueNet Field Data TabletPCR - Login
Company
Contra Costa County Fire District
User name:
GONSALVES EMT1, CHRIS
GONZALES EMT1, EDWARD
GONZALEZ EMT1, BOB
GRANT EMTP, BRIAN
GRUNDLER EMTP, LESLIE
HAAS EMTP, DAMON
HANSEN EMT1, DENISE
Password:
******
Log In
Cancel
Device ID:
c5b0a29a-b624-4034-9ee2-3ef0d11db494
1 2 3 4 5 6 7 8 9 0 - = Back
q w e r t y u i o p [ ] Clear
a s d f g h j k l ; ' \ Caps Lock
z x c v Space b n m , . / Shift

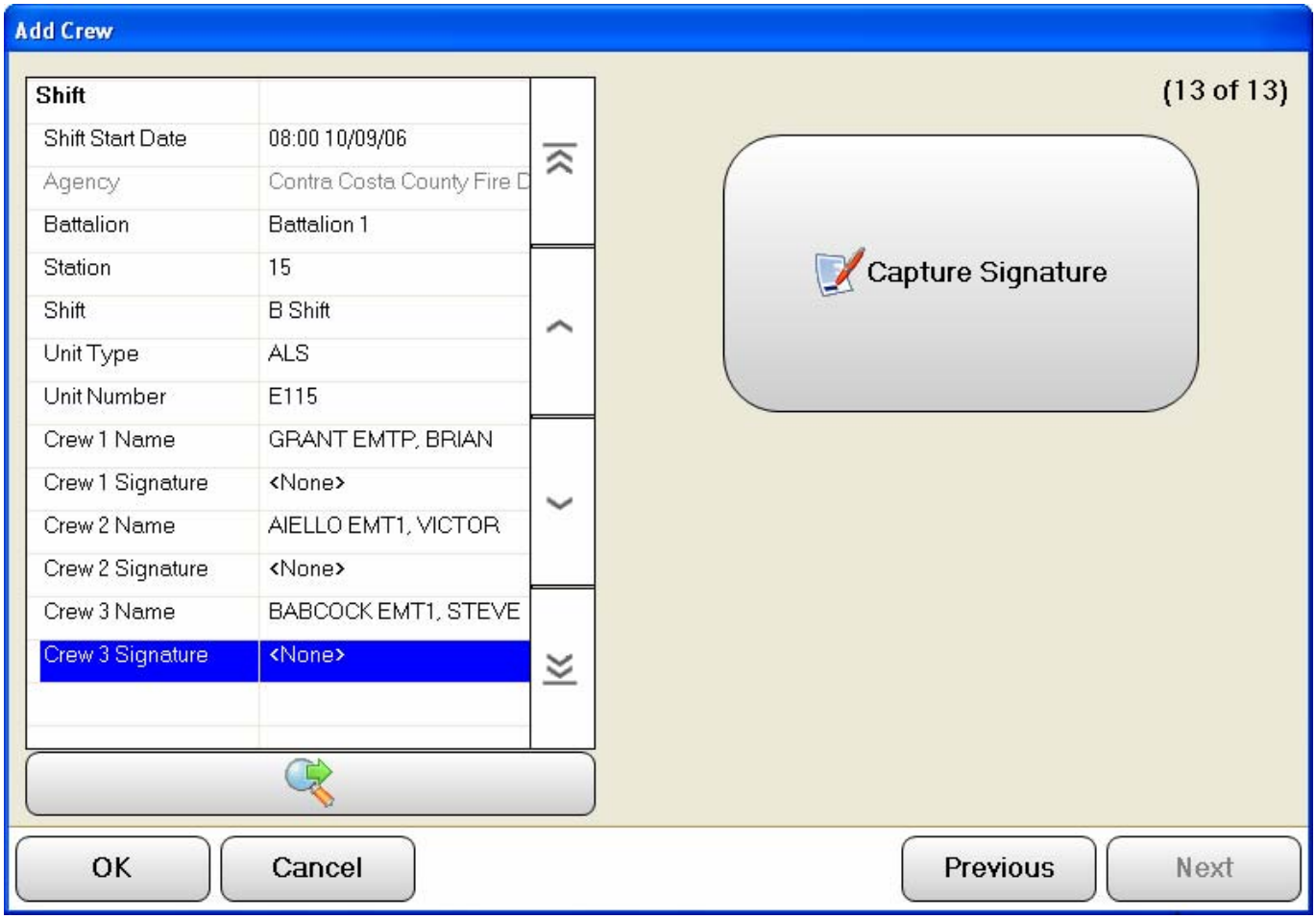
FIELD	COMMENTS:
This shows a name highlighted - Notice that the Log In button is illuminated and as you type the password, it is encrypted	



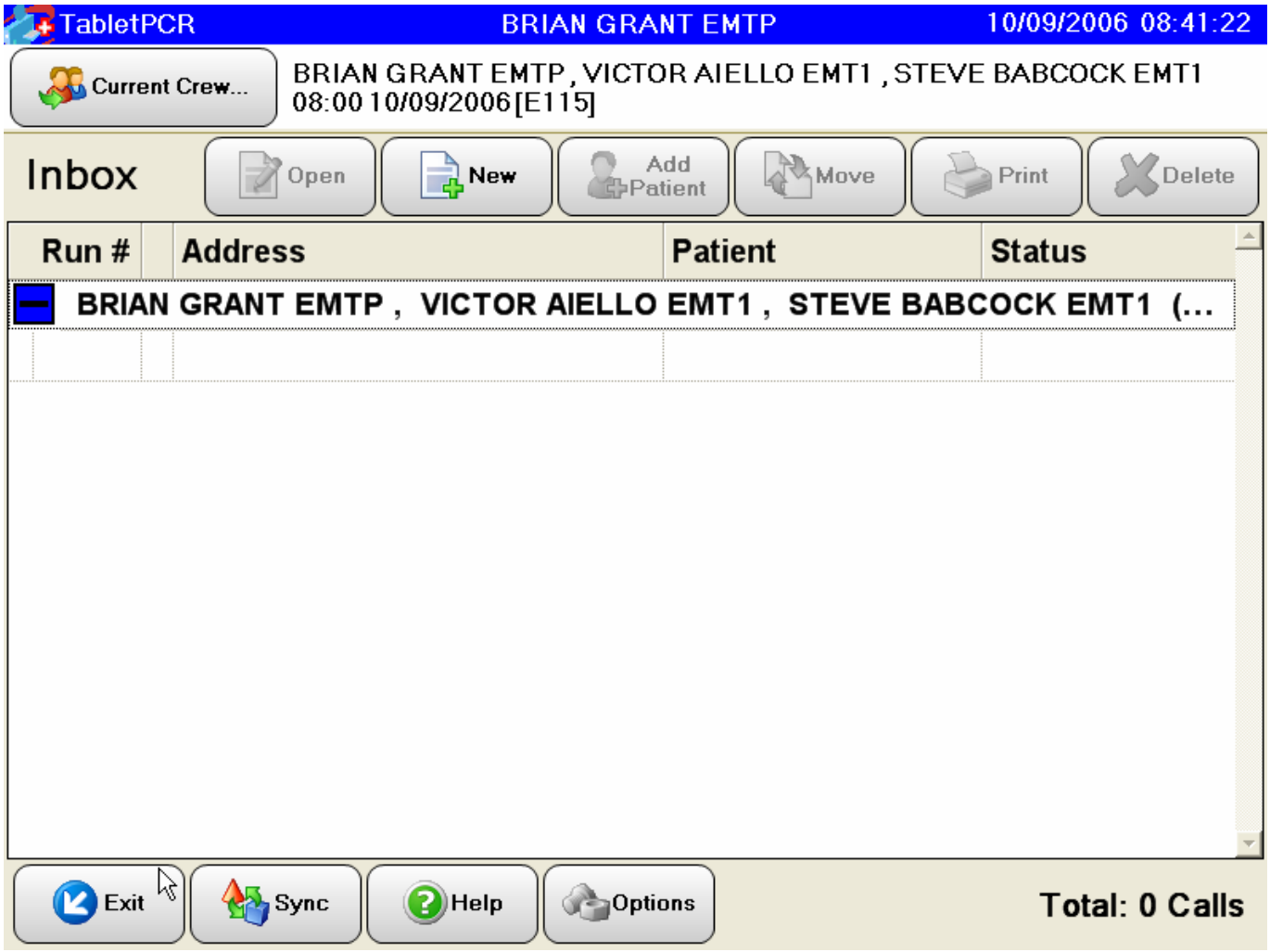
FIELD	COMMENTS:
Shift Start Date	The program assumes the current time is the start date/time
Can't Find	Click this to enter "0800" for proper shift start time (see next page)
Agency	Pre-filled in based on "Company" (Agency) chosen on earlier screen
Battalion	Click on Battalion
Station	Click on Station
Shift	Click on Shift
Unit Type	ALS or BLS for the shift
Unit Number	Click on current apparatus call sign (note E104 v E204 etc)
Crew 1 Name	Select Paramedic as Crew Number 1 (use "search to jump to name)
Signature	Click Cancel when it asks for a signature
Crew 2 and 3 Name	Select remainder of crew (make sure you are one of them!)
OK	Click after all fields have been filled out



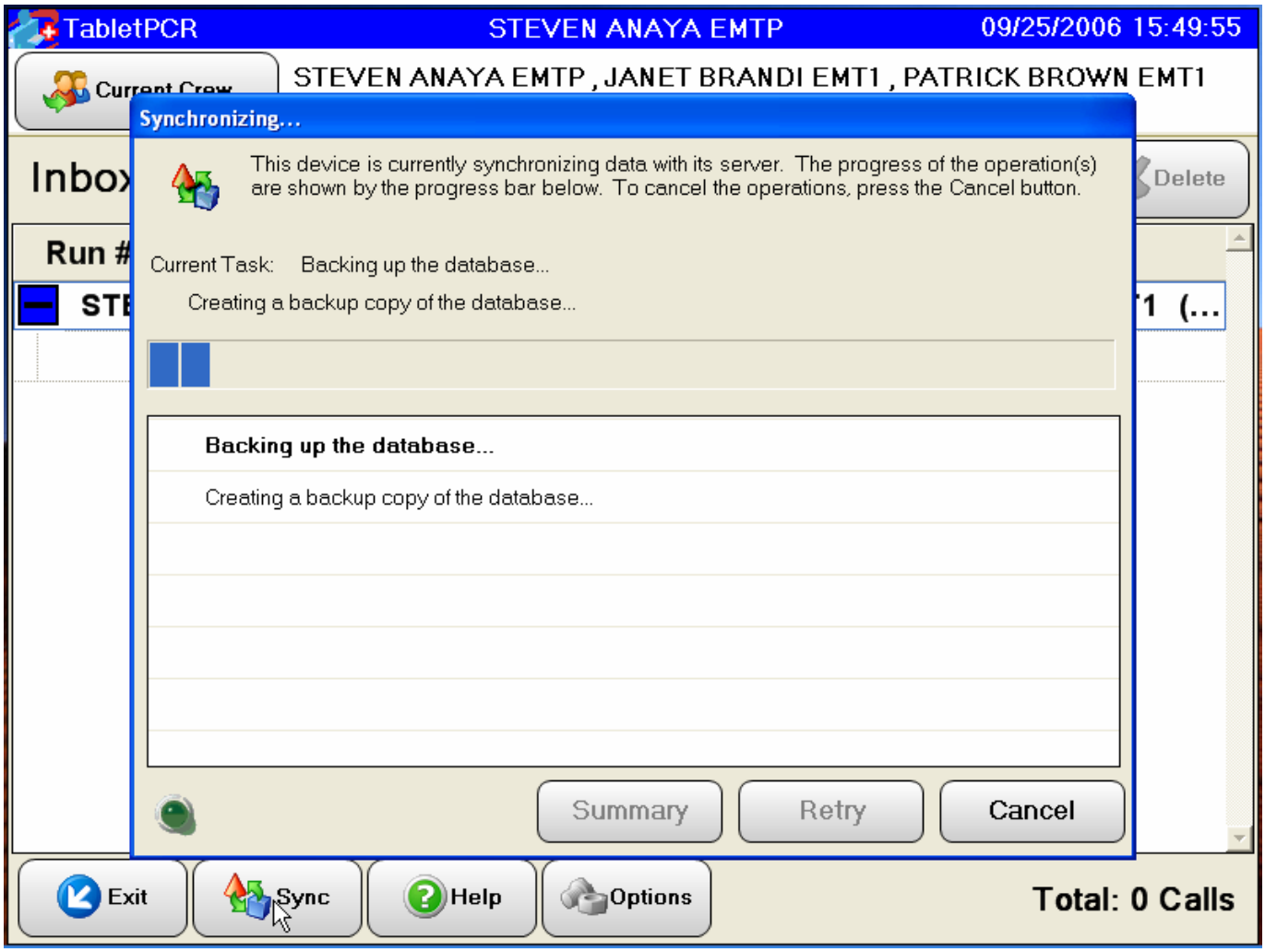
FIELD	COMMENTS:
This screen shows what happens when you click “Can’t Find” in previous screen – type in 0800 since all shifts begin at 0800	



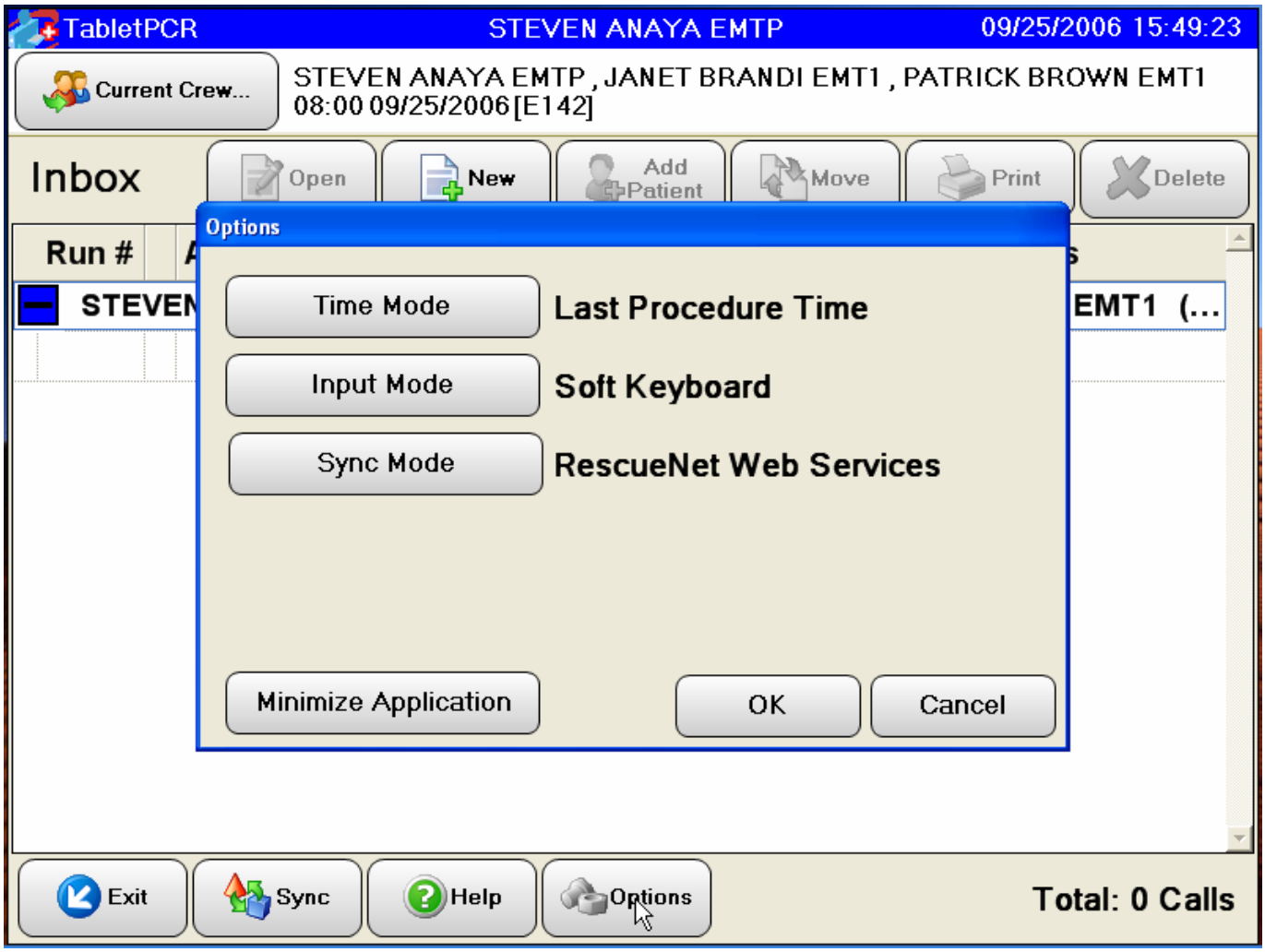
FIELD	COMMENTS:
This is an example of a fully populated shift screen – note that no signatures have been captured – click “OK” to proceed	



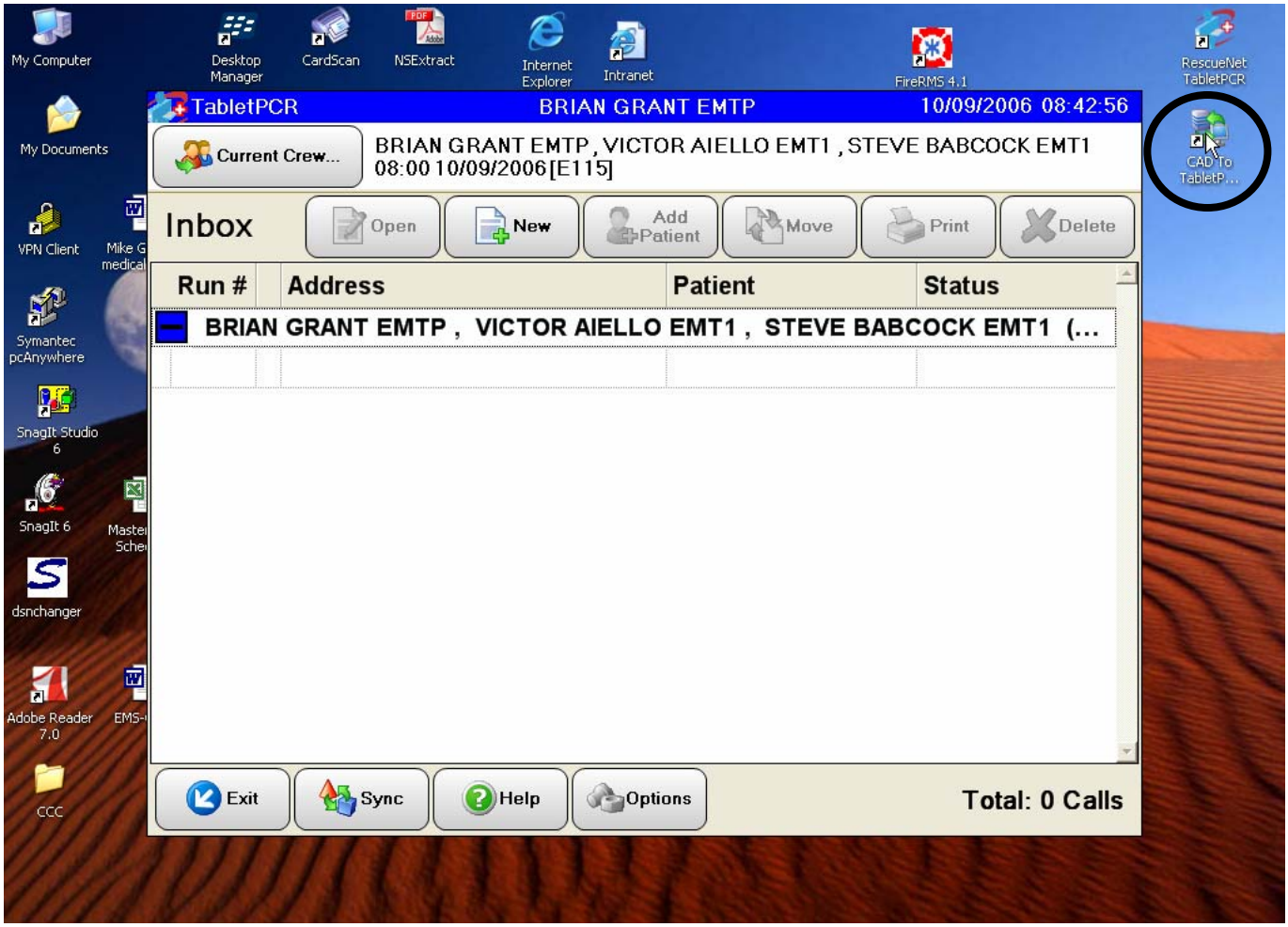
FIELD	COMMENTS:
This screen shows a crew logged in with no calls started or pending	
Multiple crews may show on the screen (along with the calls pending for that crew) – the current crew is always highlighted by the blue square	
Current Crew	Click here to edit crew (see pp 74)
New	Start a PCR from scratch
Exit	Exit the program
Sync	This needs to be performed at least once a day. Uploads complete calls as well as update any changes to the program
Help	Help
Options	System options as well as minimizing the application

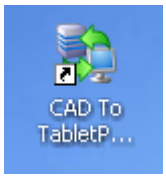

TabletPCR
STEVEN ANAYA EMTP
09/25/2006 15:49:55
Current Crew
STEVEN ANAYA EMTP , JANET BRANDI EMT1 , PATRICK BROWN EMT1
Synchronizing...
This device is currently synchronizing data with its server. The progress of the operation(s) are shown by the progress bar below. To cancel the operations, press the Cancel button.
Current Task: Backing up the database...
Creating a backup copy of the database...
Backing up the database...
Creating a backup copy of the database...
Summary
Retry
Cancel
Inbox
Delete
Run #
Exit
Sync
Help
Options
Total: 0 Calls

FIELD	COMMENTS:
This is the screen you see after you click “Sync” – Completed calls will be sent to the server and your computer will be updated with any changes to the system	
If any RED error messages come across click “Retry” to see if they go away	
If any YELLOW error messages come across, click “OK”	
If there are no error messages, you are automatically returned to the “Inbox”	

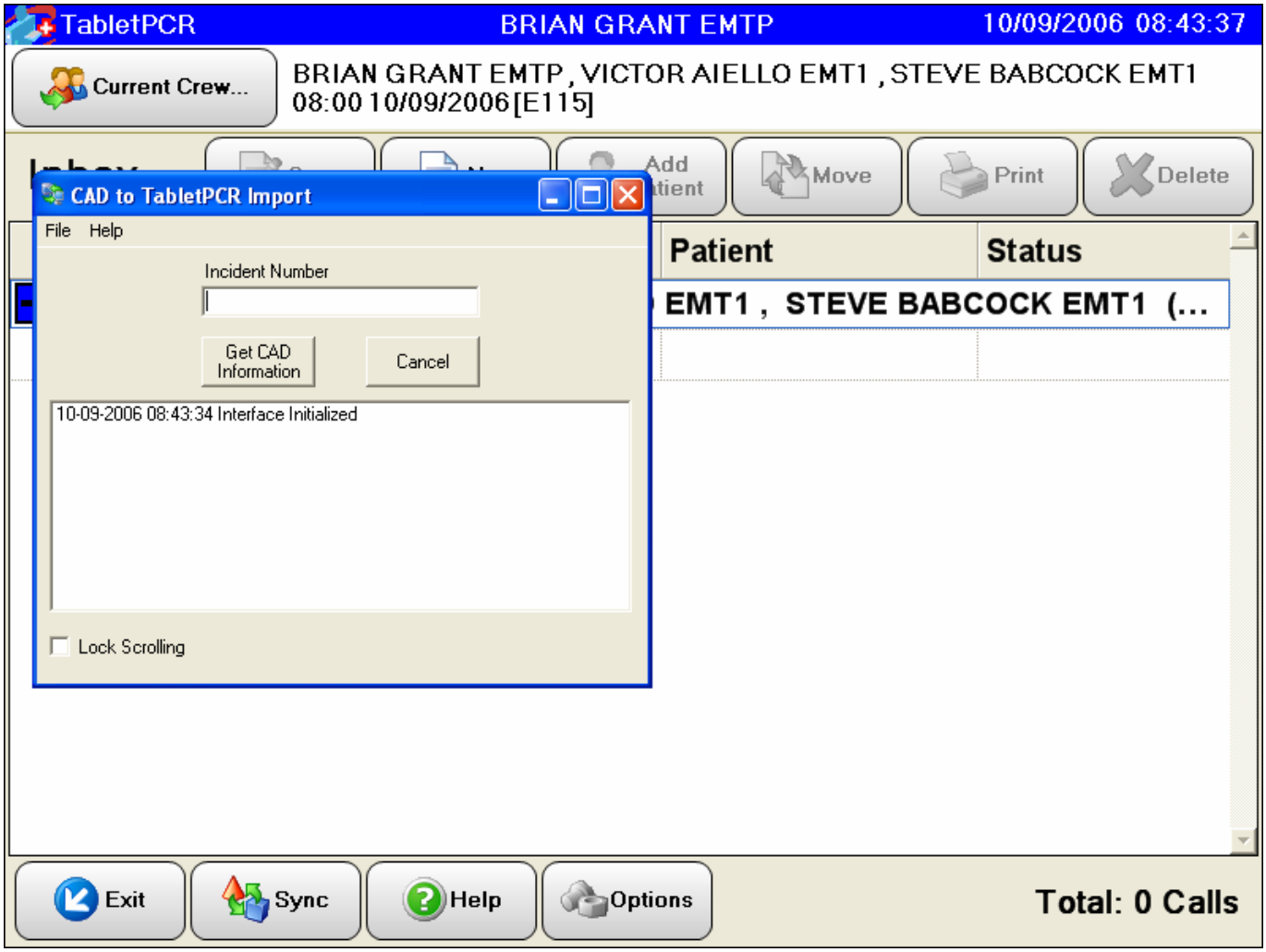


FIELD	COMMENTS:
This is what is displayed if you click “Options”	
Time Mode	“Last Procedure Time” should always be selected
Input Mode	Click here to get rid of the popup keyboard (soft) and select “Physical Keyboard”
Sync Mode	“RescueNet Web Services” should always be selected
Minimize Application	Click here to reduce TabletPCR, but not close it – once selected, restore the program by clicking it on the Windows Desktop Taskbar
OK	Click to save changes
Cancel	Click to cancel any changes made

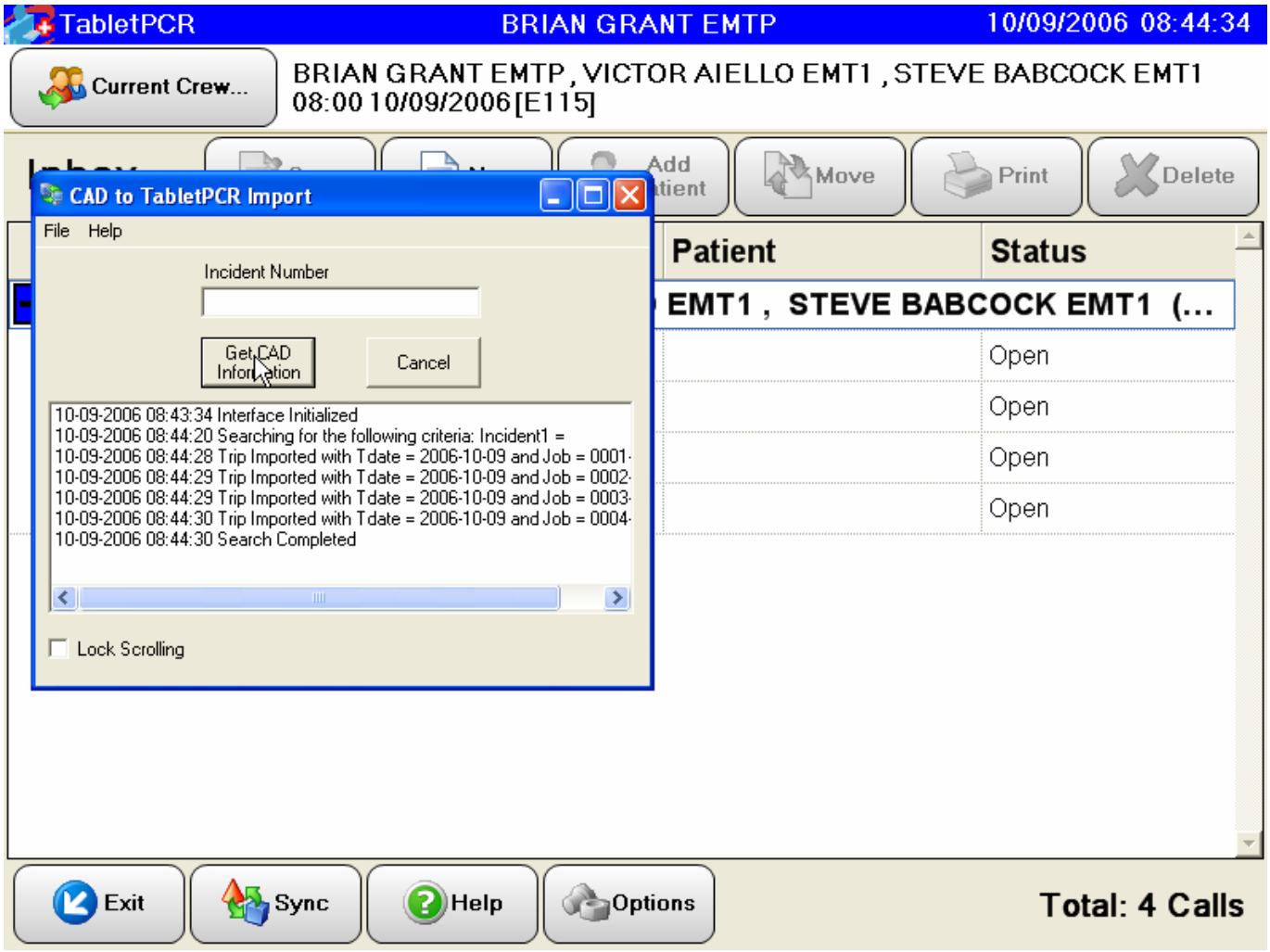




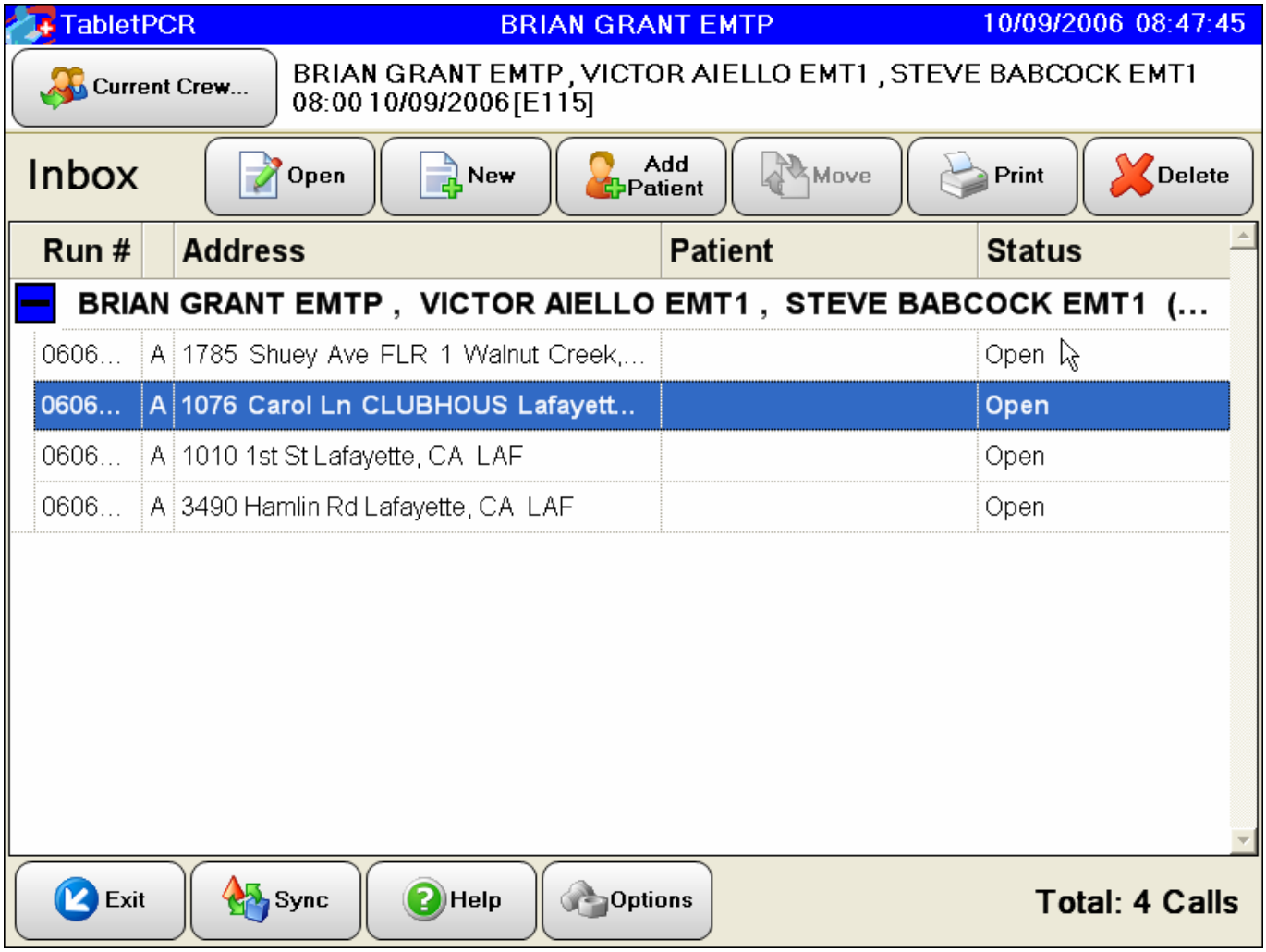
FIELD	COMMENTS:
From the “Inbox”, click on the “CAD to TabletPCR” Interface Icon to download any calls	
CAD data will only be available for 72 hours – if the data does not populate, you must manually enter the required data points	
Only calls for the apparatus in TabletPCR will be downloaded	
Once calls have been completed and synced, the CAD will no longer populate those calls	
If you simply delete a call from the “Inbox” – It will come back until the 72 hour window has passed	
Only calls under the “Current Crew” (crew with a blue square) can be completed	
If you start it before starting TabletPCR, and try and retrieve CAD data, you will receive an error message.	



FIELD	COMMENTS:
This is the screen that appears once the CAD to TabletPCR Interface has been launched	
Incident Number	To retrieve a specific incident, for the Current Crew's selected apparatus – Must be entered exactly
Get CAD Information	Click this button to import all available CAD calls for the Current Crew's selected apparatus – in this example only E115's calls will come over, not E315Ws calls
Cancel	Click this button to stop any action
Red X	Close the application



FIELD	COMMENTS:
This screen displays four imported calls for E115	
Click either the Red X or Cancel to close the application	

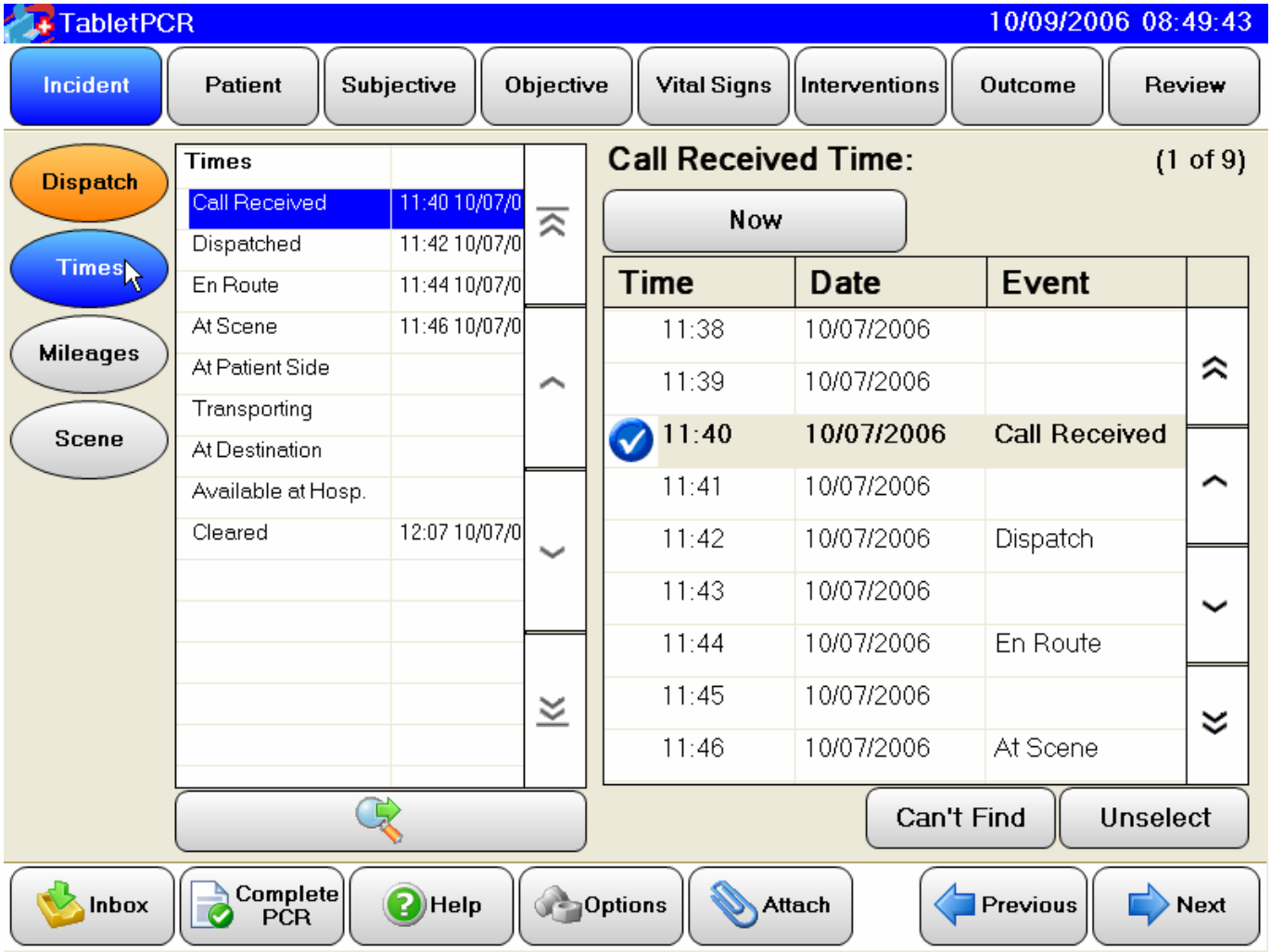


FIELD	COMMENTS:
In this screen, one call is highlighted – Note all calls show as “Open” meaning they have not had any data entered	
Open	Open to start filling in the highlighted PCR – You can also start a PCR by double clicking an incident
New	Start a PCR from scratch – no CAD import data available
Add Patient	When multiple patients are on an incident - Note that all of the calls in the screen shot have a column where “A” is displayed – Each patient for an incident report is assigned a letter starting with A – subsequent patients become B, C, D etc – Any incident may have any number of patients assigned to it, however, only one PCR for any one patient – Adding a patient transfers all call relevant data for each patient added
Print	Print out a copy of the current PCR
Move	Not highlighted since there is only one crew on the screen – This button can be utilized to move a call from one crew to another

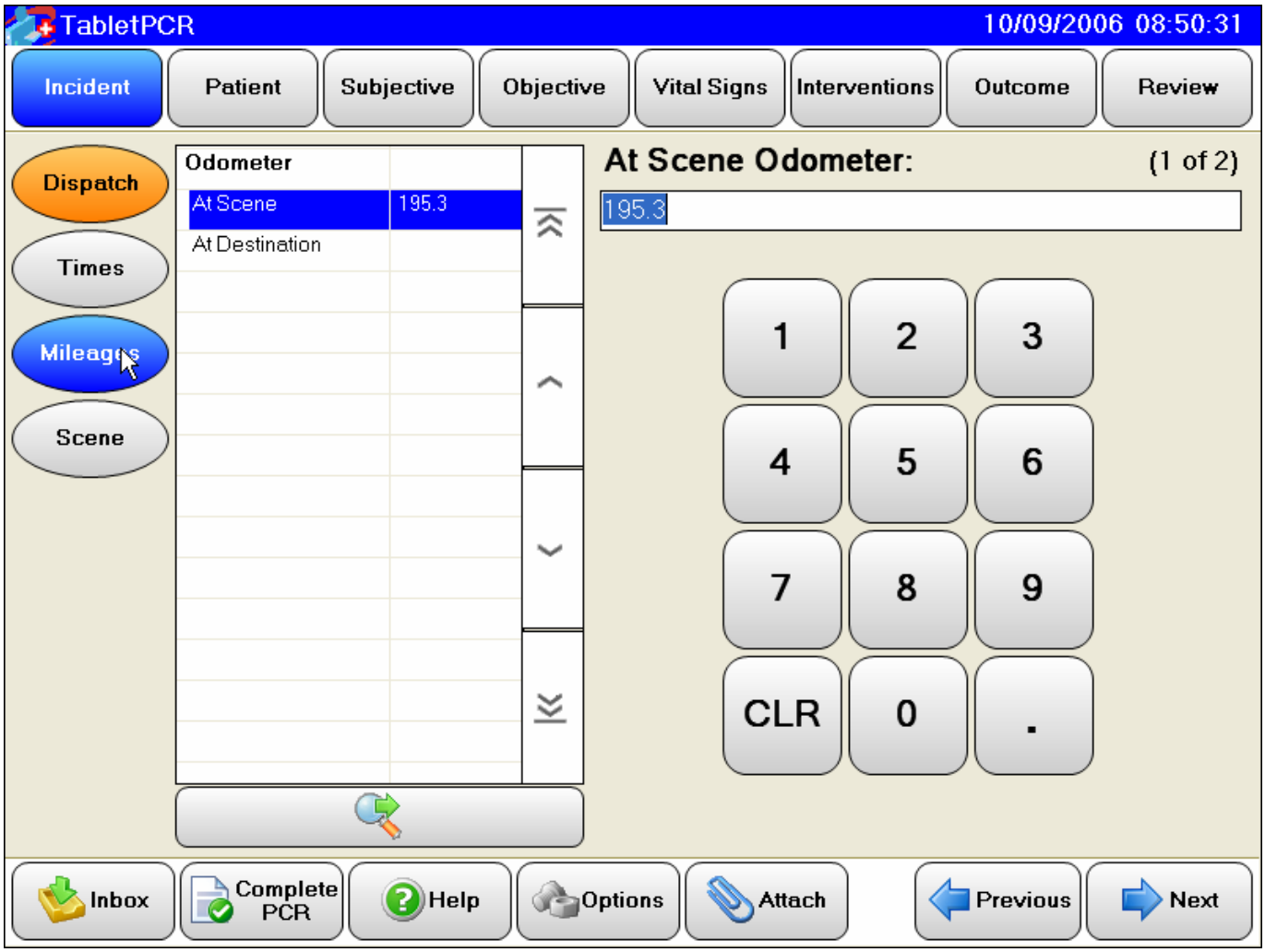
FIELD	COMMENTS:
The rectangular buttons across the top (Dispatch, Patient, Subjective etc) are major portions of the report – Click on any one to start inputing information	
The Oval buttons down the left side of the screen are portions of the major sections (listed across the top)	
Blue highlights designate where you currently are	
Red highlight required fields	
Left portion of screen show fields in each area	
Right portion of screen changes based upon the data field selected	
Inbox	Click to go back to the inbox – any data entered is saved
Complete PCR	Click to Complete the PCR
Help	Click to open the User's Manual for help
Options	See Page 9
Attach	See Page 69
Previous / Next	Click to move back one screen or forward one screen

FIELD	COMMENTS:
CAD Inc #	Populated by CAD (“Incident number”) - YYXXXXXX
CON Dispatch #	Populated by CAD (“Incident number”) - YYXXXXXX
SRM/RMD Dispatch #	Not used – Leave Blank
Unit Type	ALS or BLS for this call
Priority	Populated by CAD (“Priority”) – Code of initial response
Changed Response Priority	Defaults to None – Change only if initial response code was changed enroute
Response Delay	Choose any delays during response if needed
Nature of Call	Choose from list if not populated from CAD
Trauma	Choose “Yes” or “No” depending on if this call is trauma or not
Responding With	Note any other agencies responding with
Address information	Populated by CAD

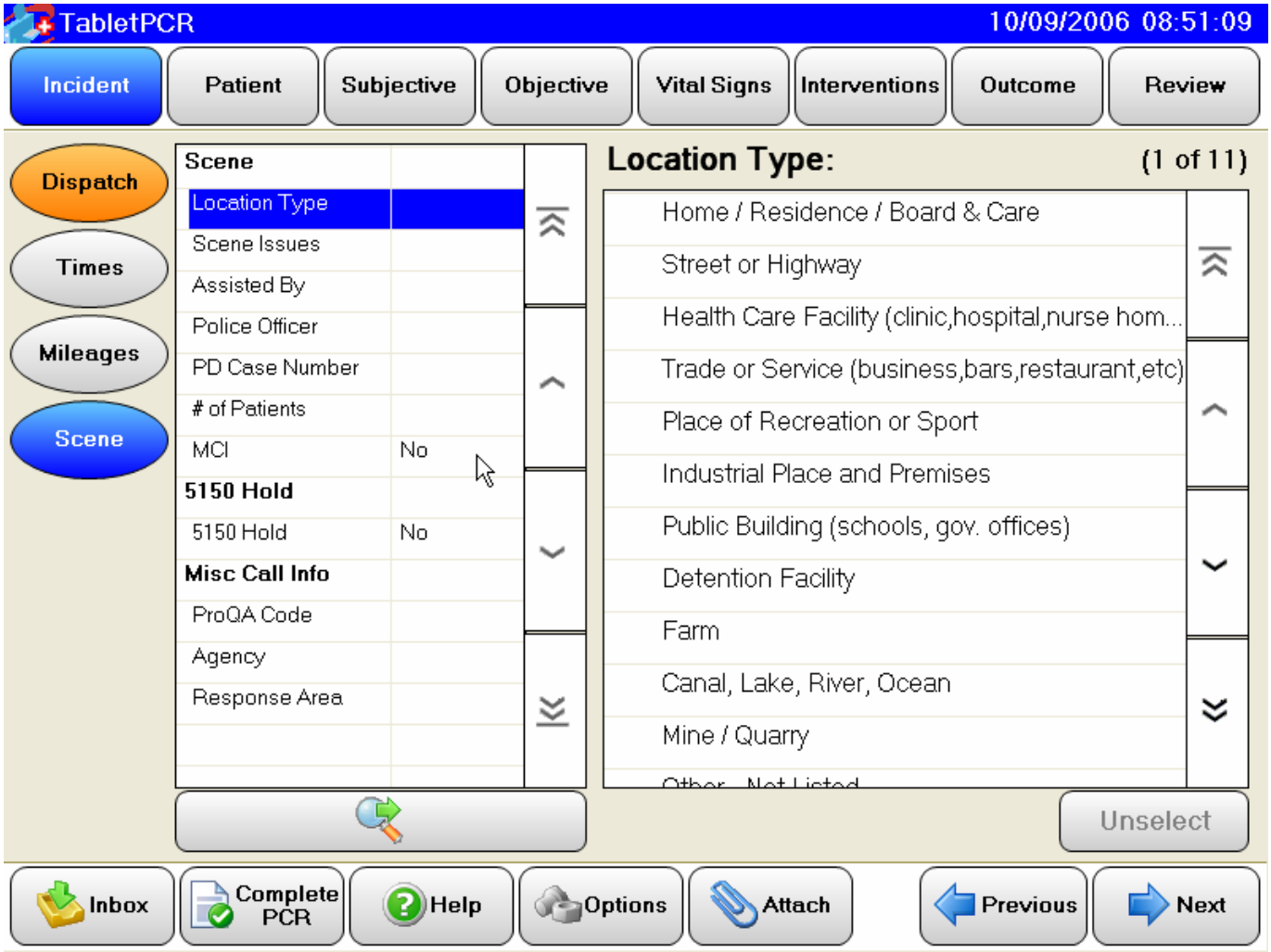
FIELD	COMMENTS:
This screen shows the remainder of the Incident Location data imported from CAD or available to be filled out	



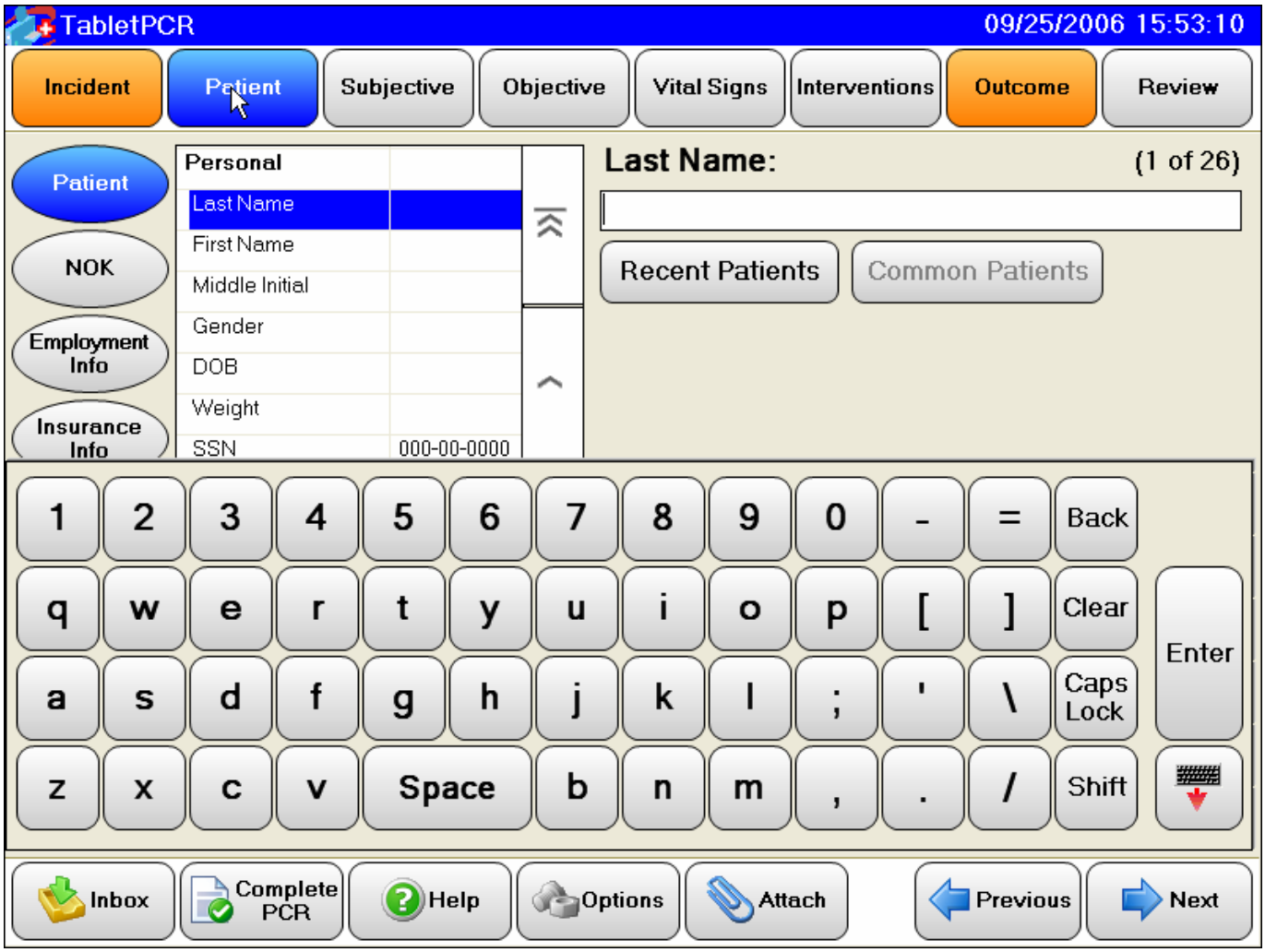
FIELD	COMMENTS:
Most of the times are populated by the CAD	
Can’t Find	Click to enter a time, as opposed to finding on the list
Dispatched	Time dispatched (Populated by CAD)
En Route	Time responding (Populated by CAD)
At Scene	Time arrive on scene (Populated by CAD)
At Patient Side	Time arrived at patient’s side (not populated by CAD)
Transporting	Time for patient transport (Populated by CAD for MOR)
At Destination	Time of arrival at hospital (Populated by CAD for MOR)
Available at Hosp.	Time available at hospital (Populated by CAD for MOR)
Cleared	Time cleared incident (Populated by CAD)



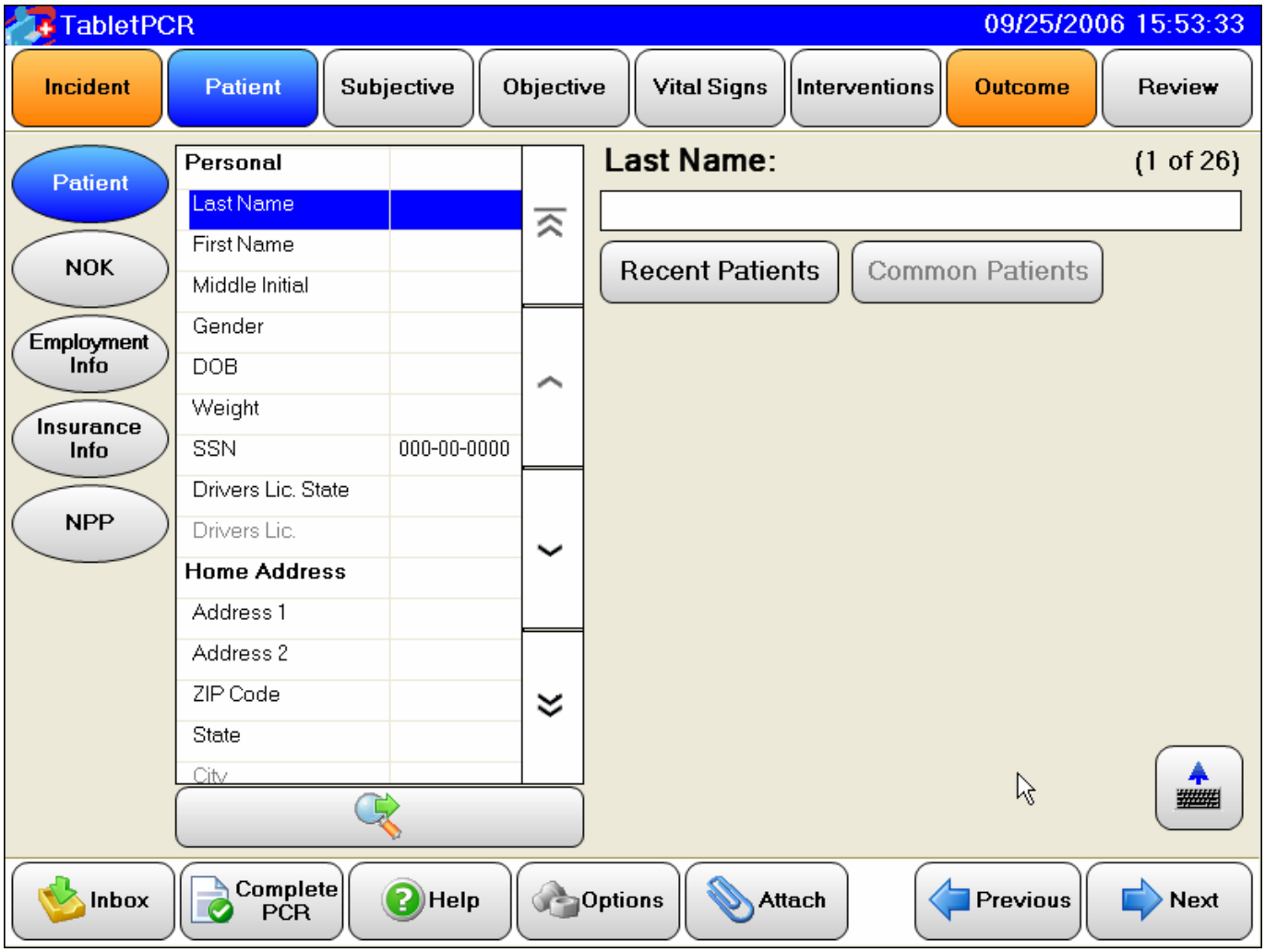
FIELD	COMMENTS:
Used only for MOR - Ignore	
At Scene	Mileage at Scene
At Destination	Mileage at Hospital



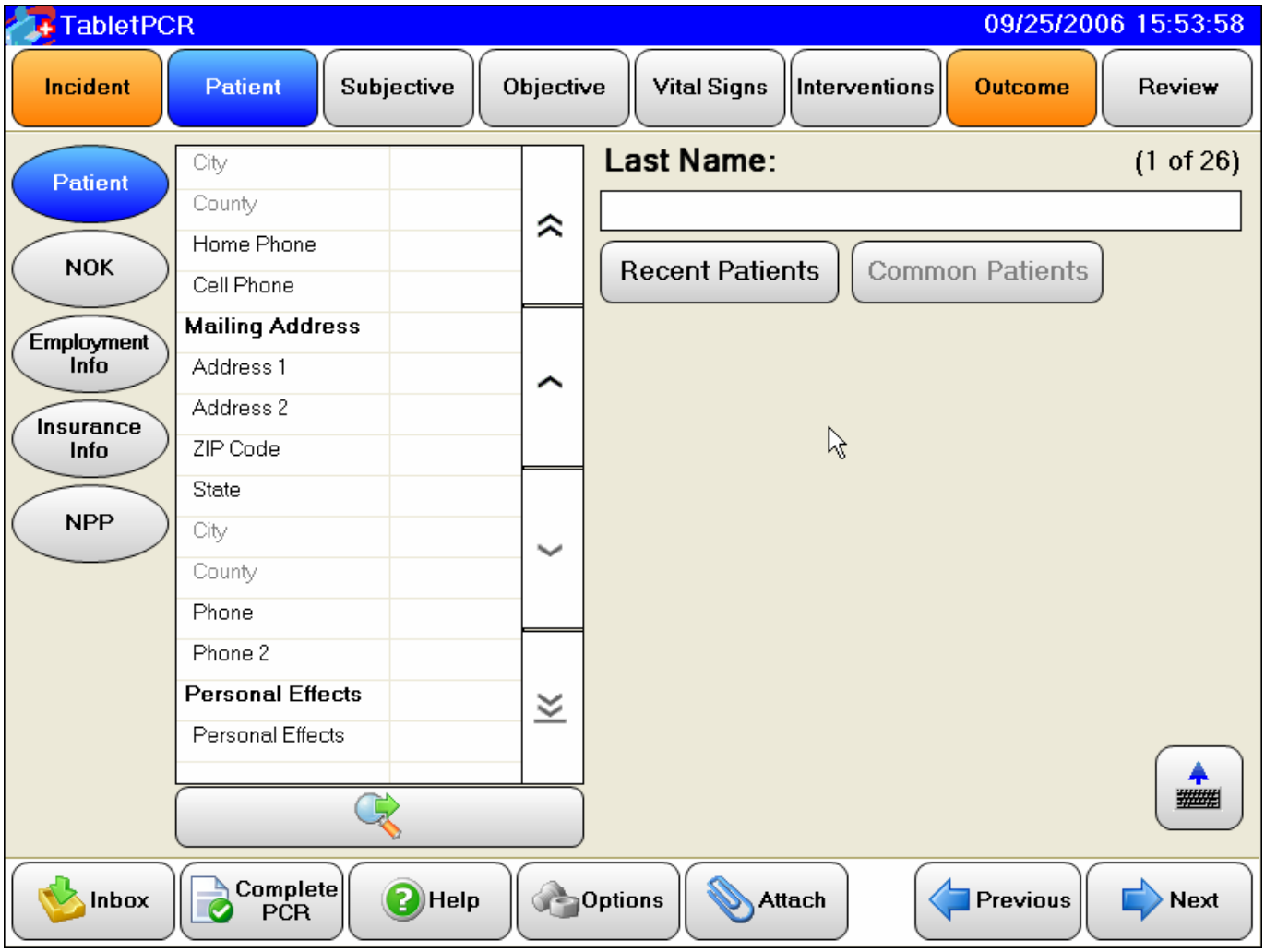
FIELD	COMMENTS:
Location Type	Type of location of the incident
Scene Issues	Issues that may occur at scene
Assisted By	Agencies also on scene
Police Officer	Area to record Police Officer name
PD Case Number	Area to record PD case number
# of Patients	Total number of patients on this incident
MCI	MCI - Yes or no – defaults to No
5150 Hold	Patient on a 5150 hold – Yes or No – defaults to No
ProQA Code	Dispatch Medical Priority code (Populated by CAD)
Agency	Primary Agency (Populated by CAD)
Response Area	Area of response (Populated by CAD)



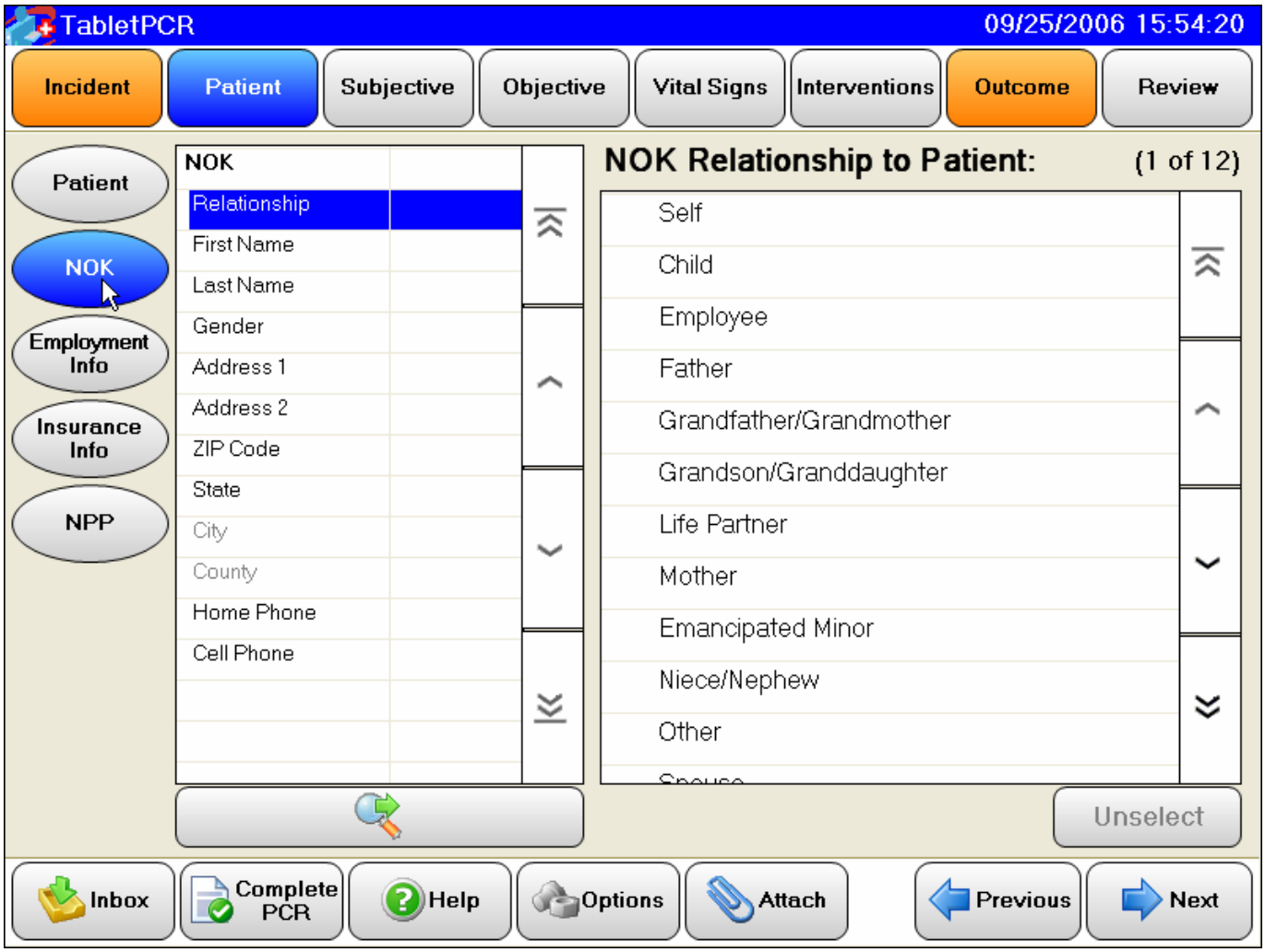
FIELD	COMMENTS:
Whenever a pop up keyboard presents itself, click the keyboard icon with the red down arrow to get rid of it (lower right portion of screen)	



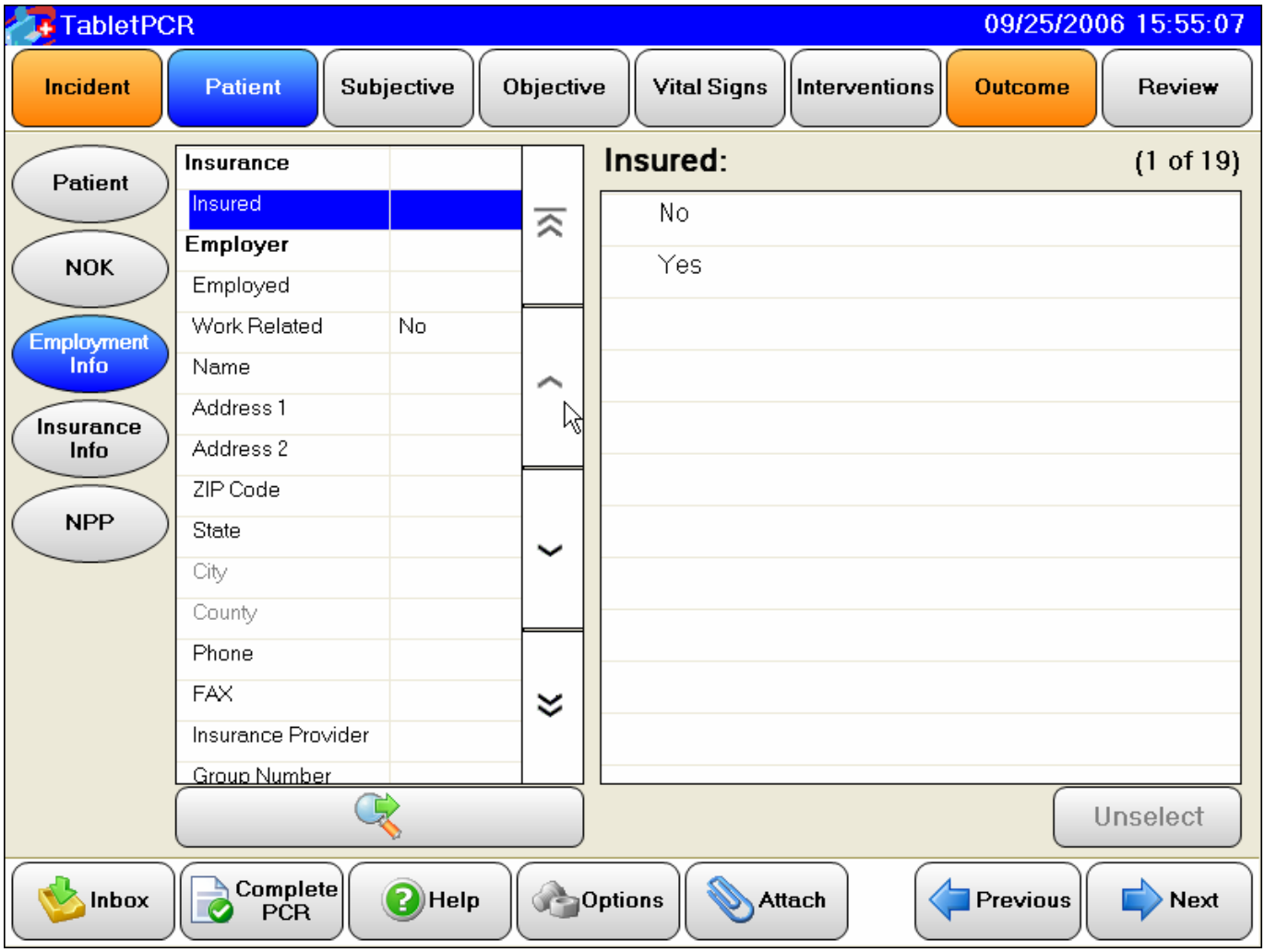
FIELD	COMMENTS:
Recent Patients	Click for a list of “recent patients” – any patient still on your computer
Common Patients	Click for a list of recognized “frequent flyers” – system wide
Most fields are self explanatory	
DOB	Requires a DOB – if not available, click “Approx” and enter numerics for age – Newborn selects current date as age
Weight	Enter in pounds or select kgs to enter in kilograms – Will also convert pounds to kilograms and kilograms to pounds
Home Address	Can be copied from pickup location (incident location)



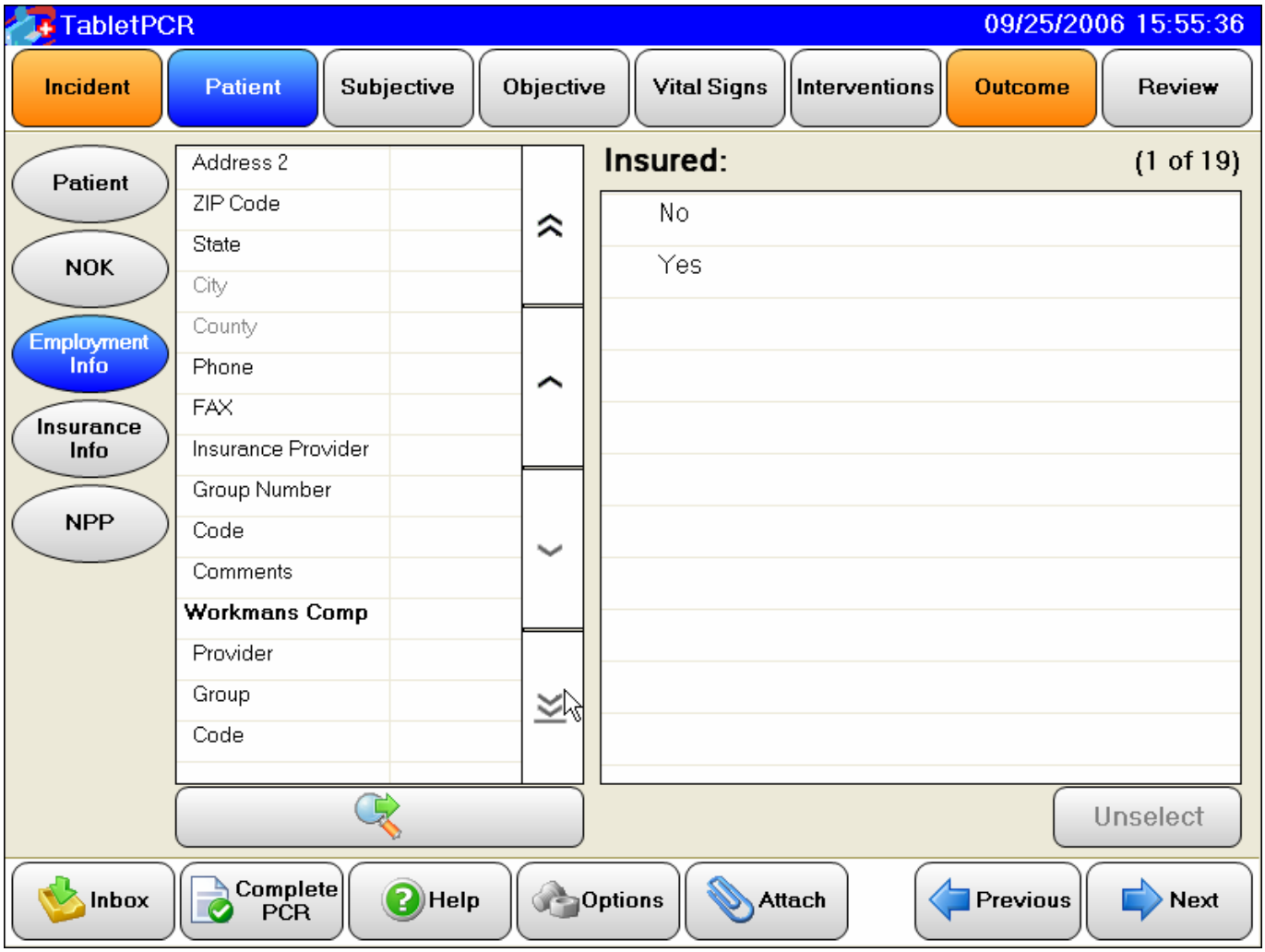
FIELD	COMMENTS:
Mailing Address	Can be copied from pickup location (incident location)
Personal Effects	Ability to record any patient belongings found on scene



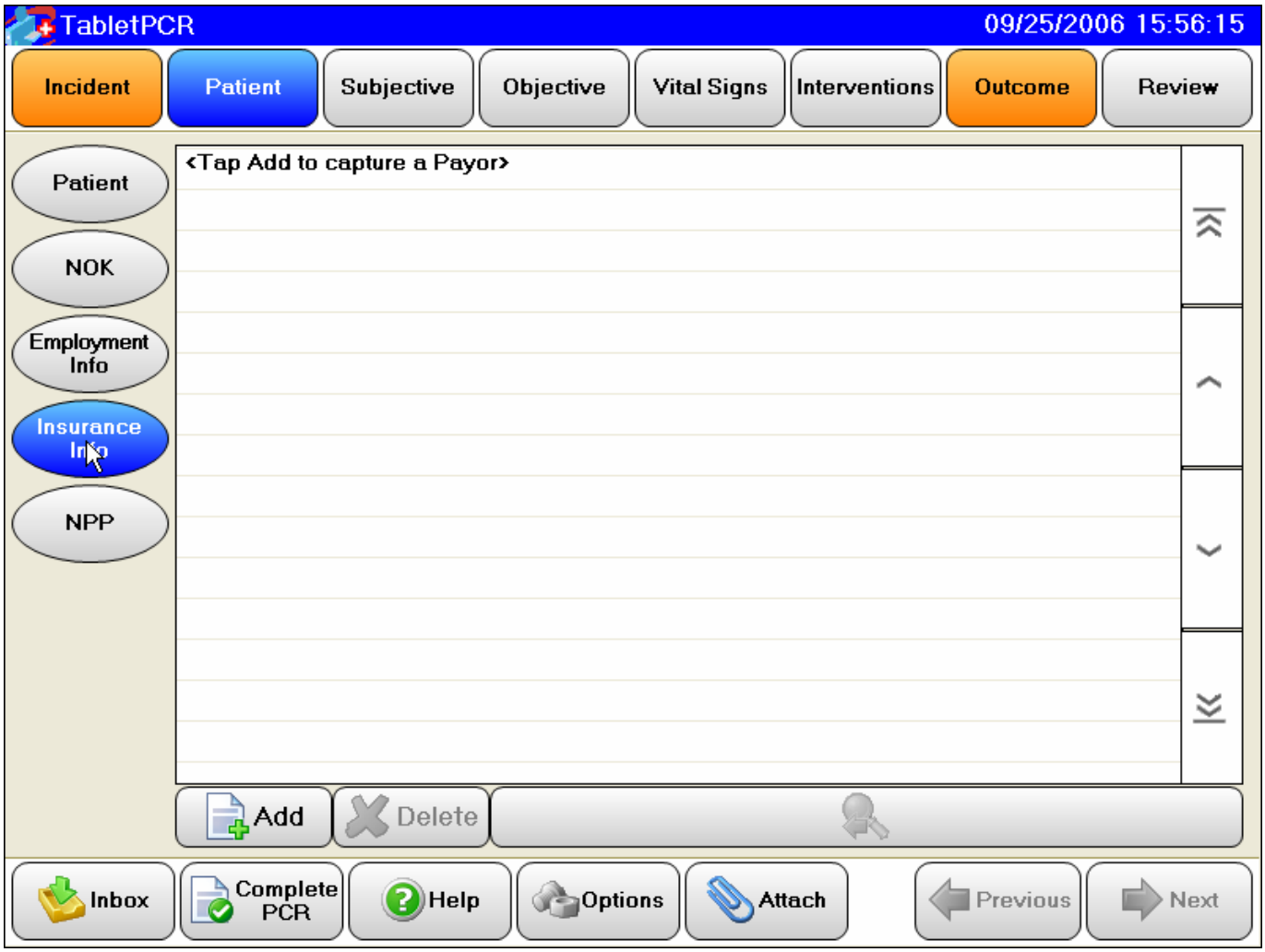
FIELD	COMMENTS:
NOK is for Next of Kin information – self explanatory field entries	



FIELD	COMMENTS:
Employment information is self explanatory – works well for industrial or work related injuries	

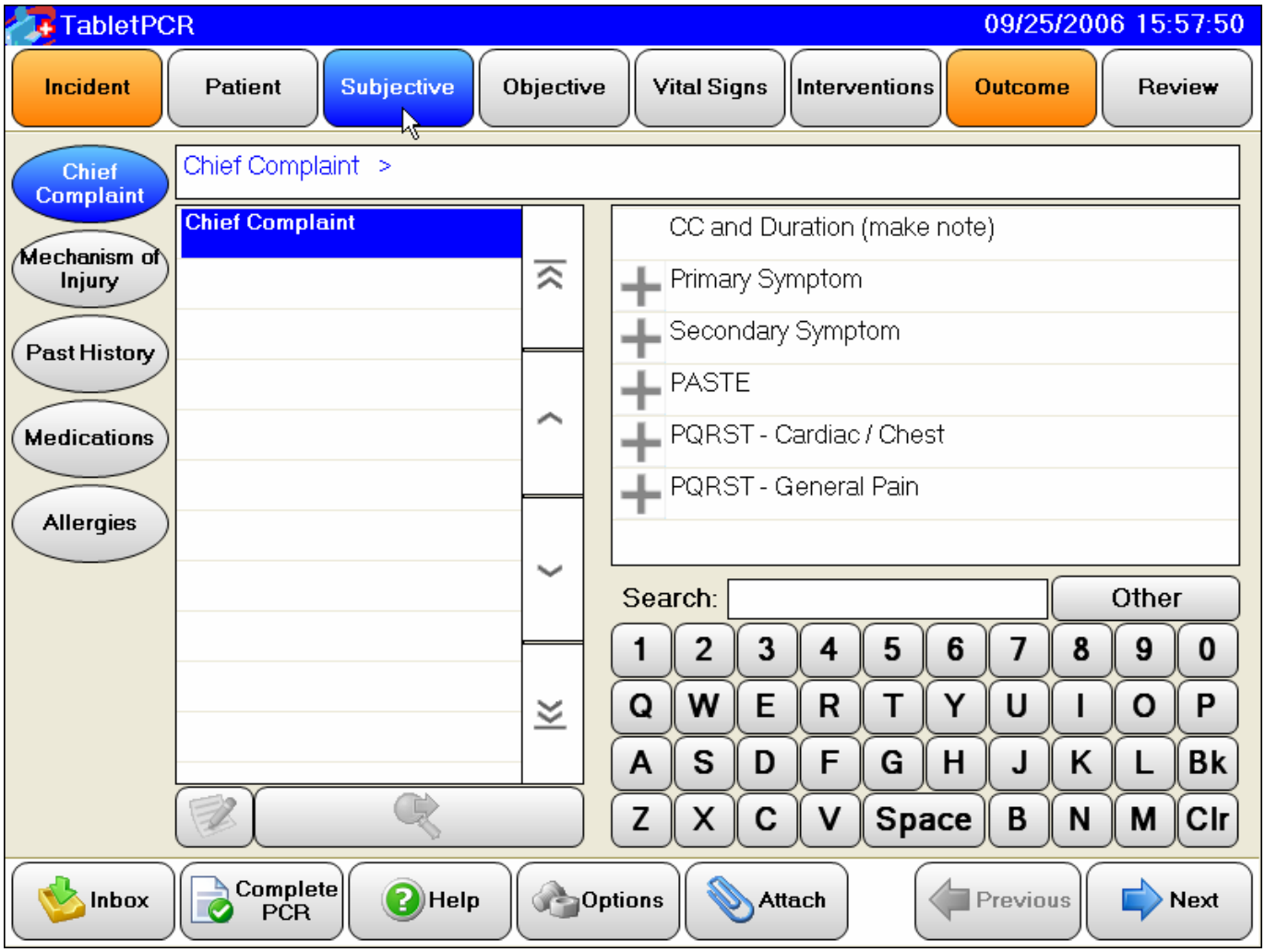


FIELD	COMMENTS:
Second page of Employment information	

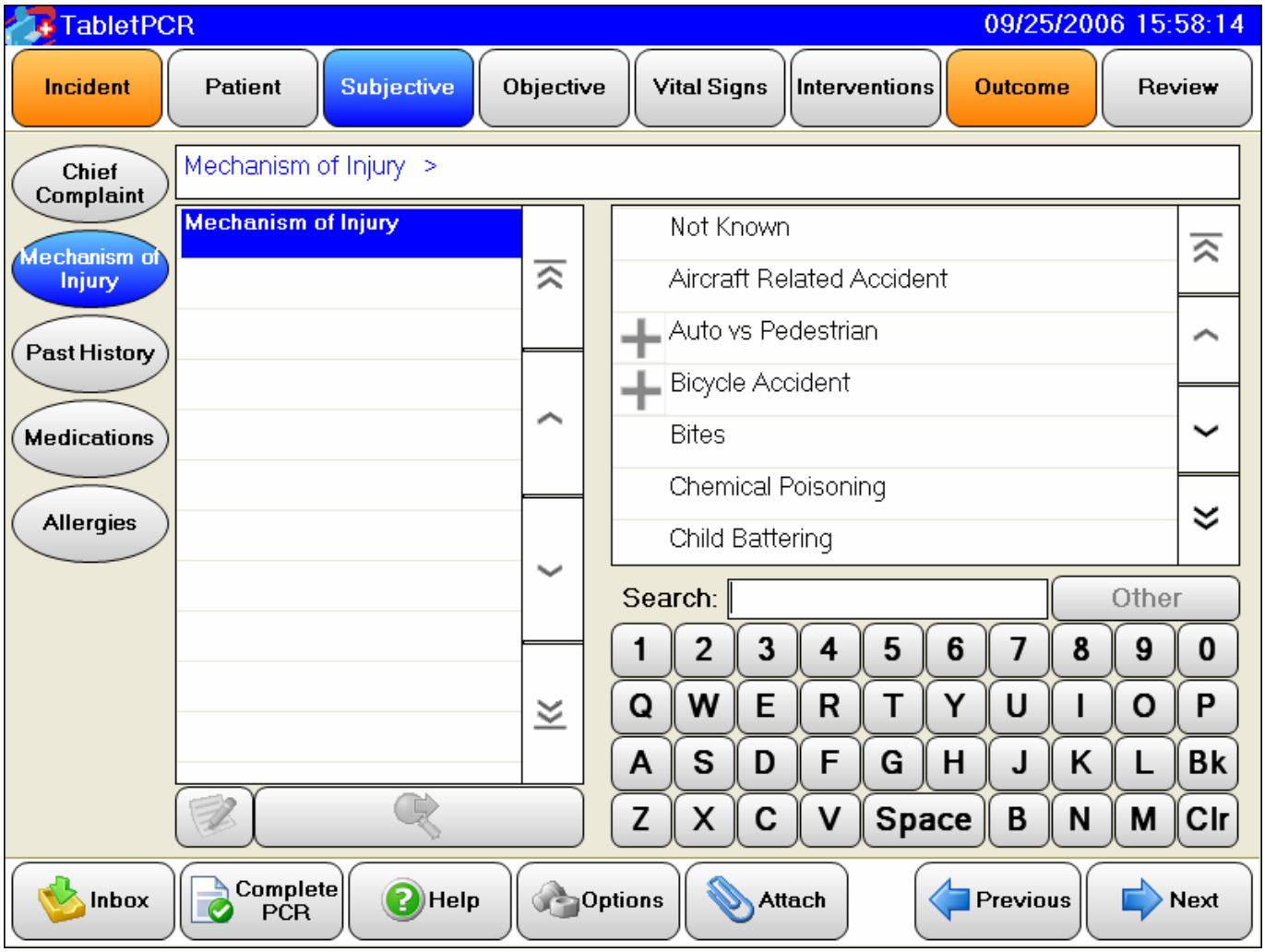


FIELD	COMMENTS:
Not applicable for CON	

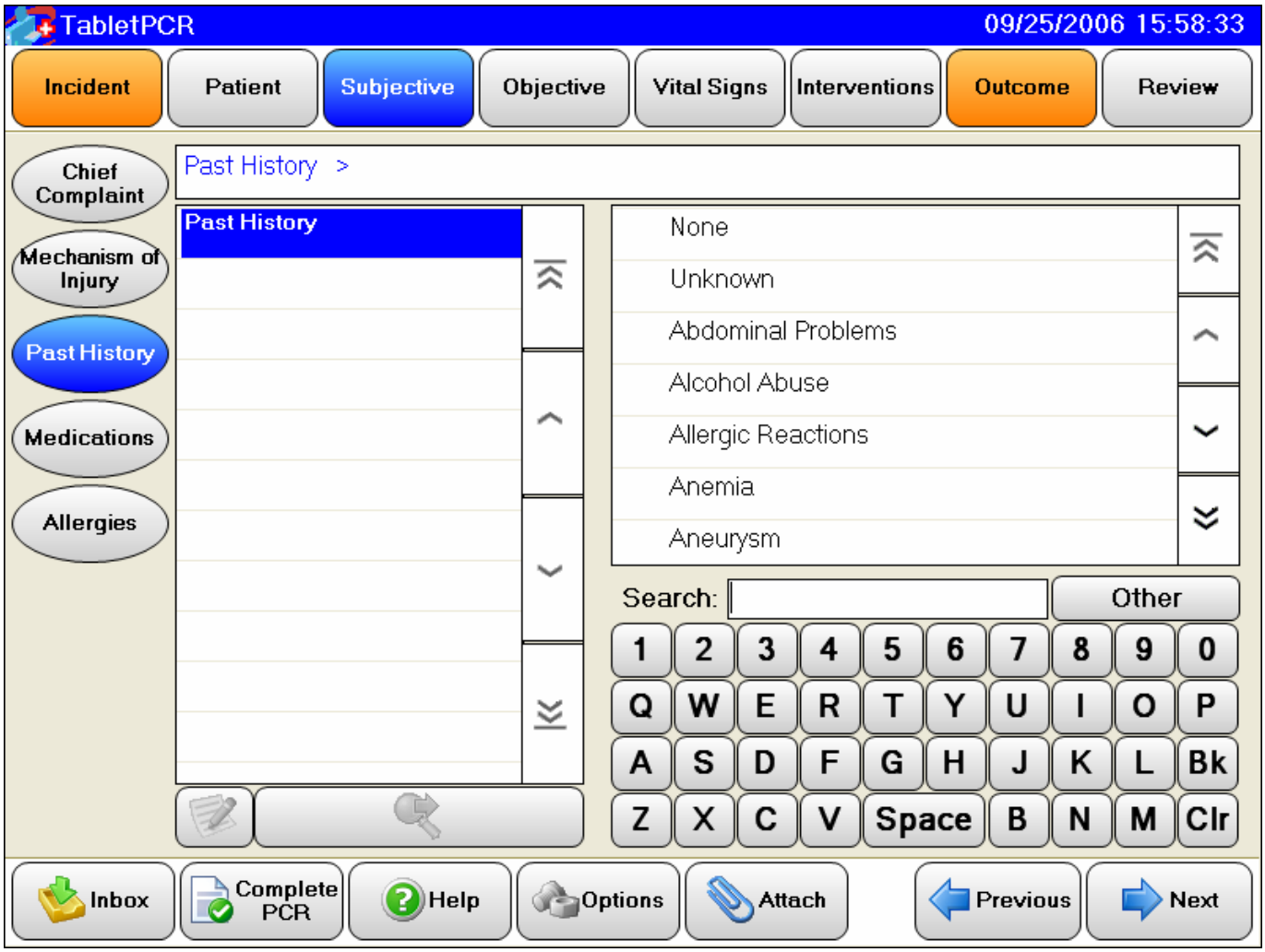
FIELD	COMMENTS:
NPP – Notice of Patient Privacy – HIPPA forms – Not applicable to CON	



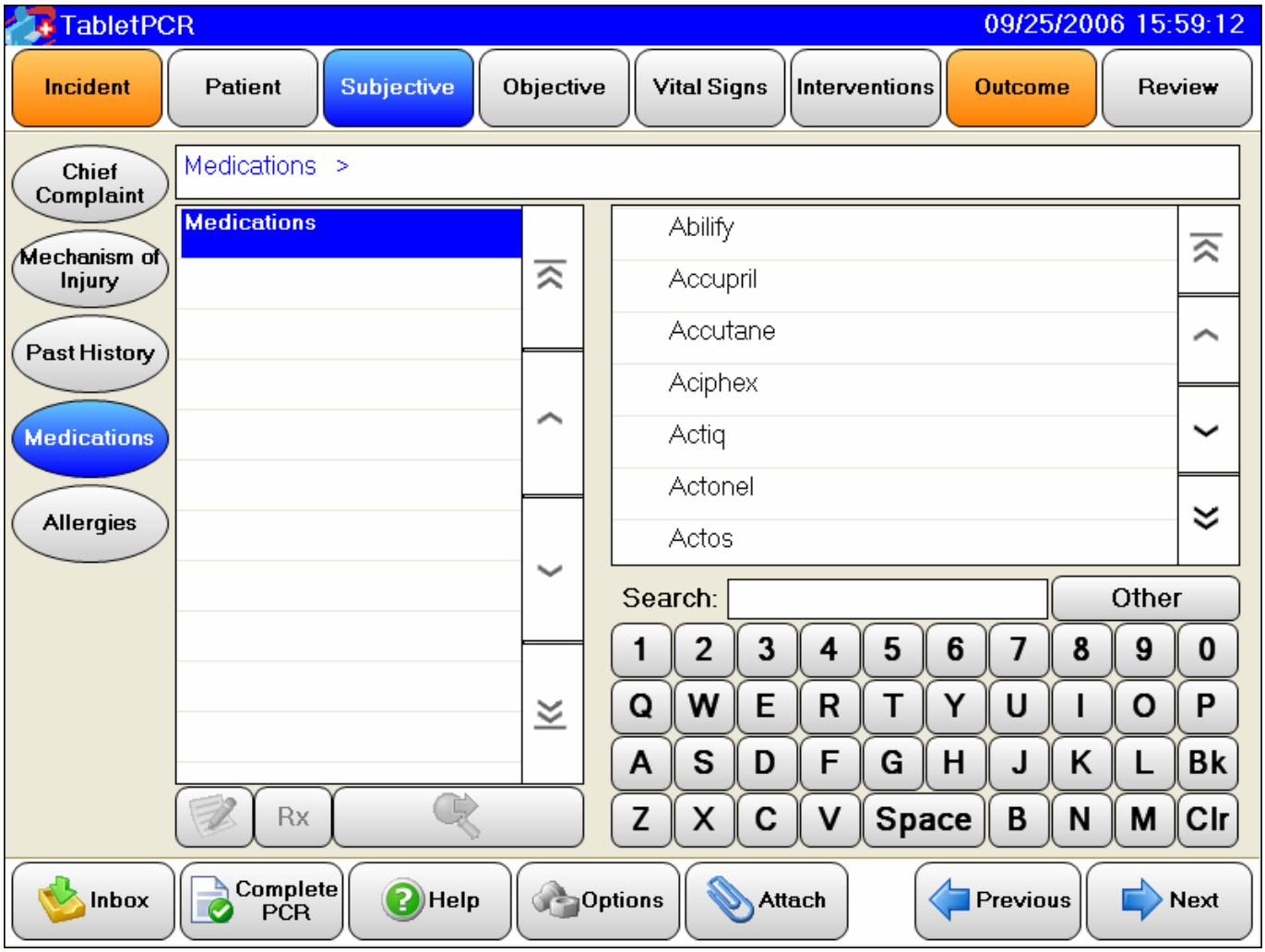
FIELD	COMMENTS:
Chief Complaint is made in a note and is what the patient states is wrong with them – once you highlight – Pick lists exist to assist in documentation	
CC and Duration (make note)	Once highlighted, the little pencil and paper just above the "Complete PCR" button – record in patient's own words
Primary Symptom	Drill down list – if you use this field, choose only one option
Secondary Symptom	Drill down list – same list as above – can choose up to three
In the following lists, to back out only one level, click on the blue "breadcrumb trail" above the windows	
PASTE	Drill down lists – Use for Shortness of Breath
PQRST – Cardiac/Chest	Drill down lists – Use for Cardiac or Chest Pain
PQRST – General Pain	Drill down lists – Use for Pain other than Chest or Cardiac



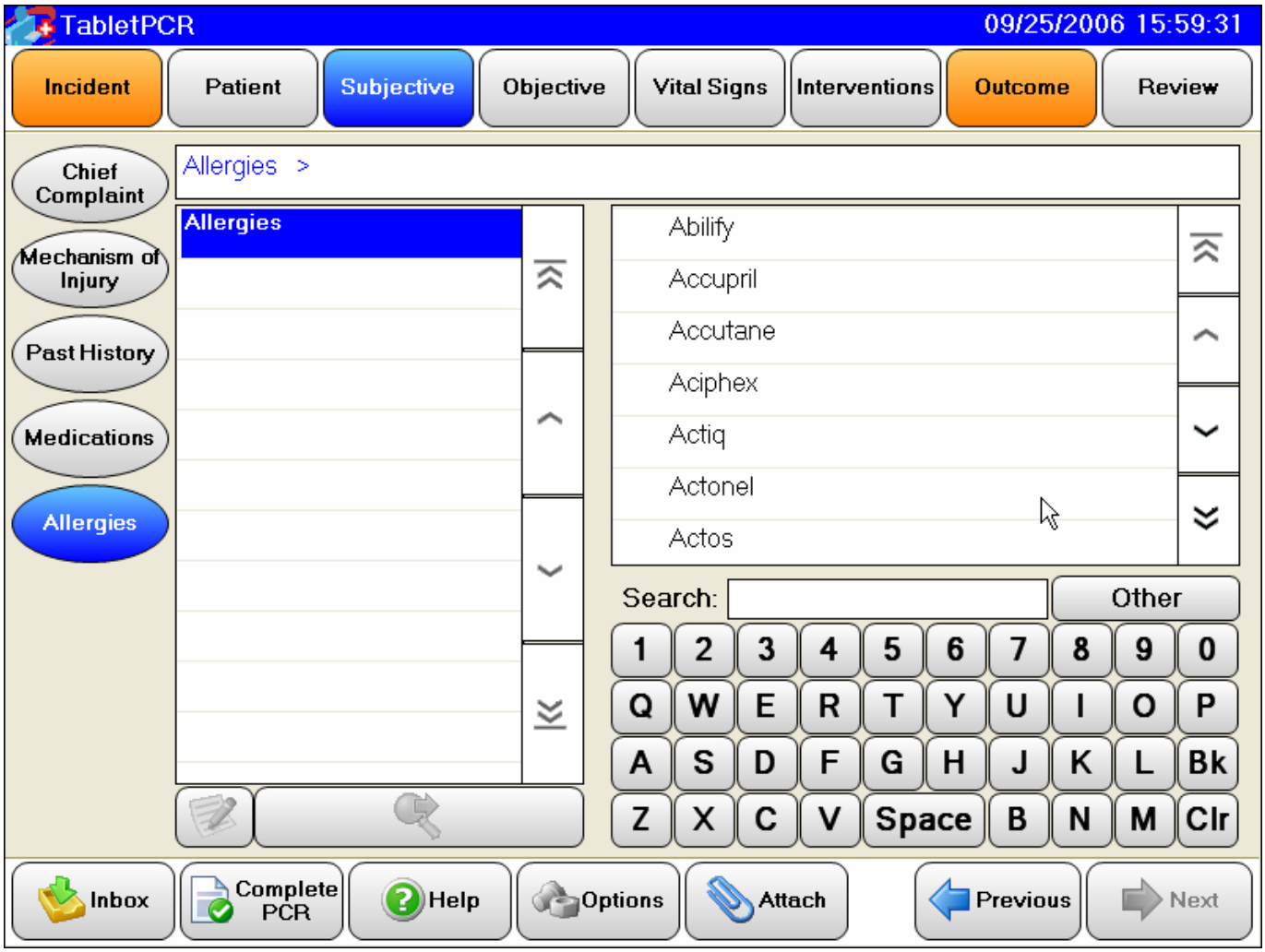
FIELD	COMMENTS:
Generalized list of Mechanisms of Injury – some drill down menus (Gray Plus sign)	
When you highlight any mechanism of injury – the pencil and paper icon just above the "Complete PCR" button turns on so that you can add notes if needed	
Use the Search field to find what you want further down the list	



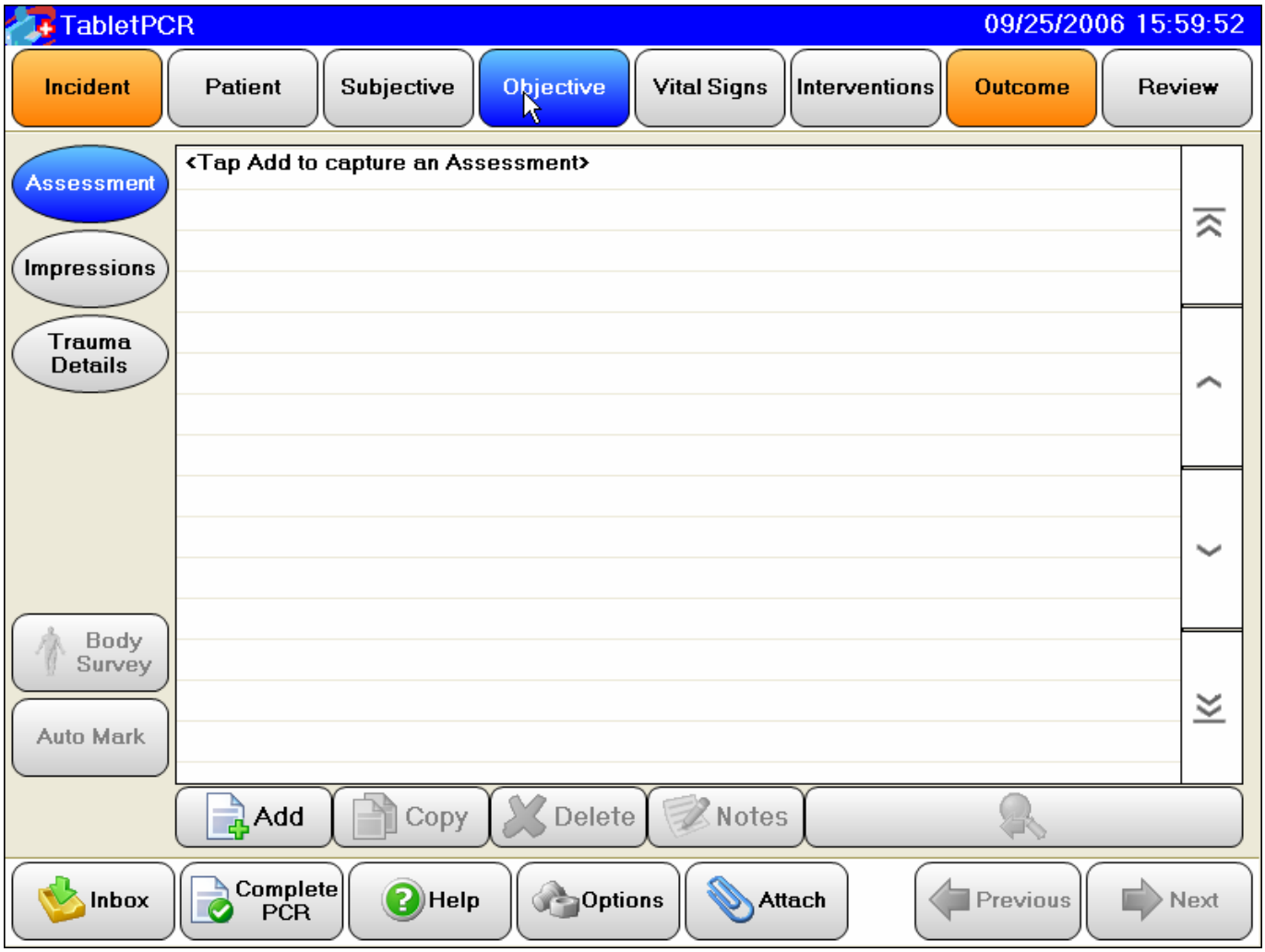
FIELD	COMMENTS:
Choose any number of items	
Notepad	Make notes if needed



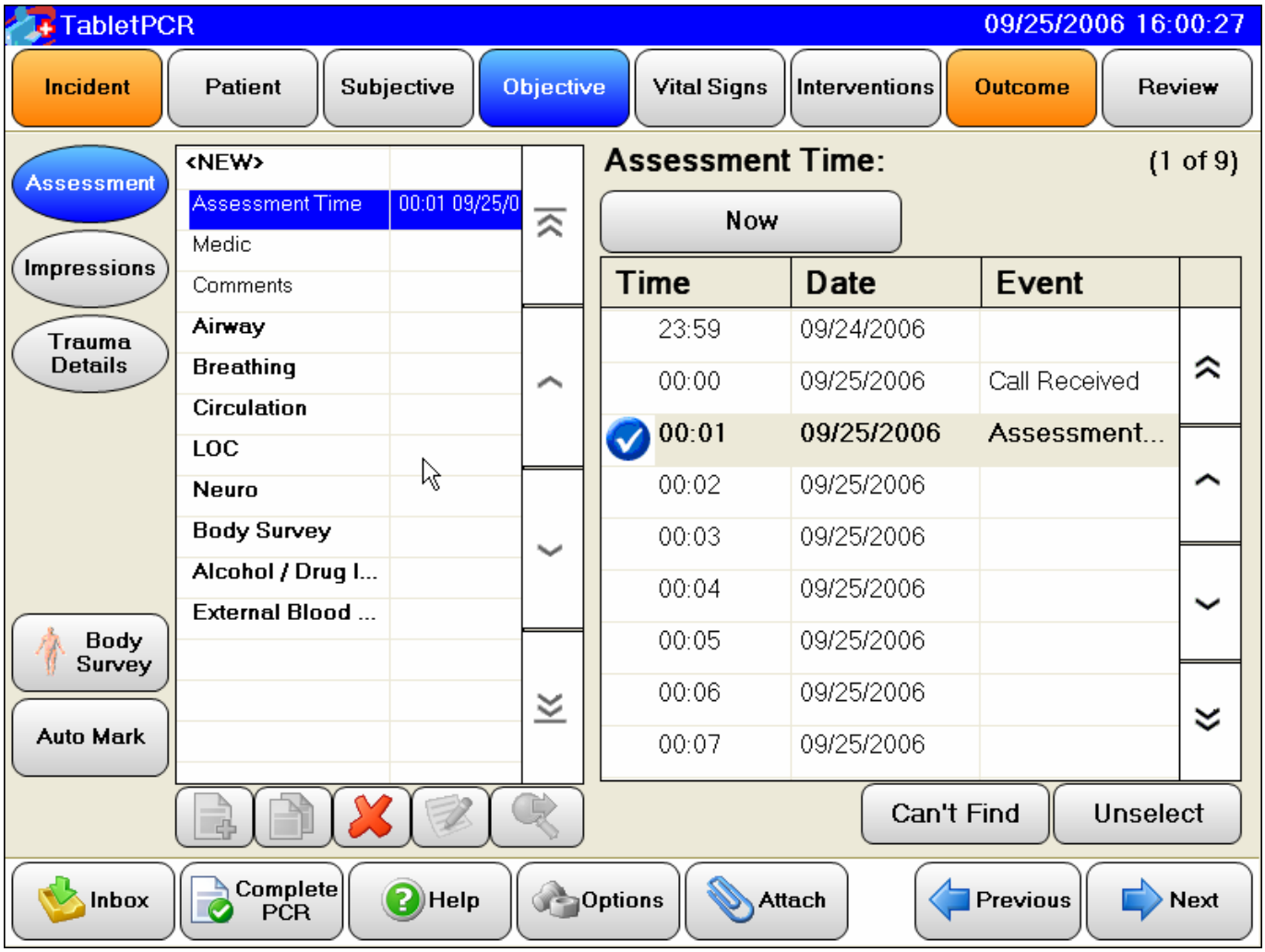
FIELD	COMMENTS:
Choose any number of items	
Notepad	Make notes if needed



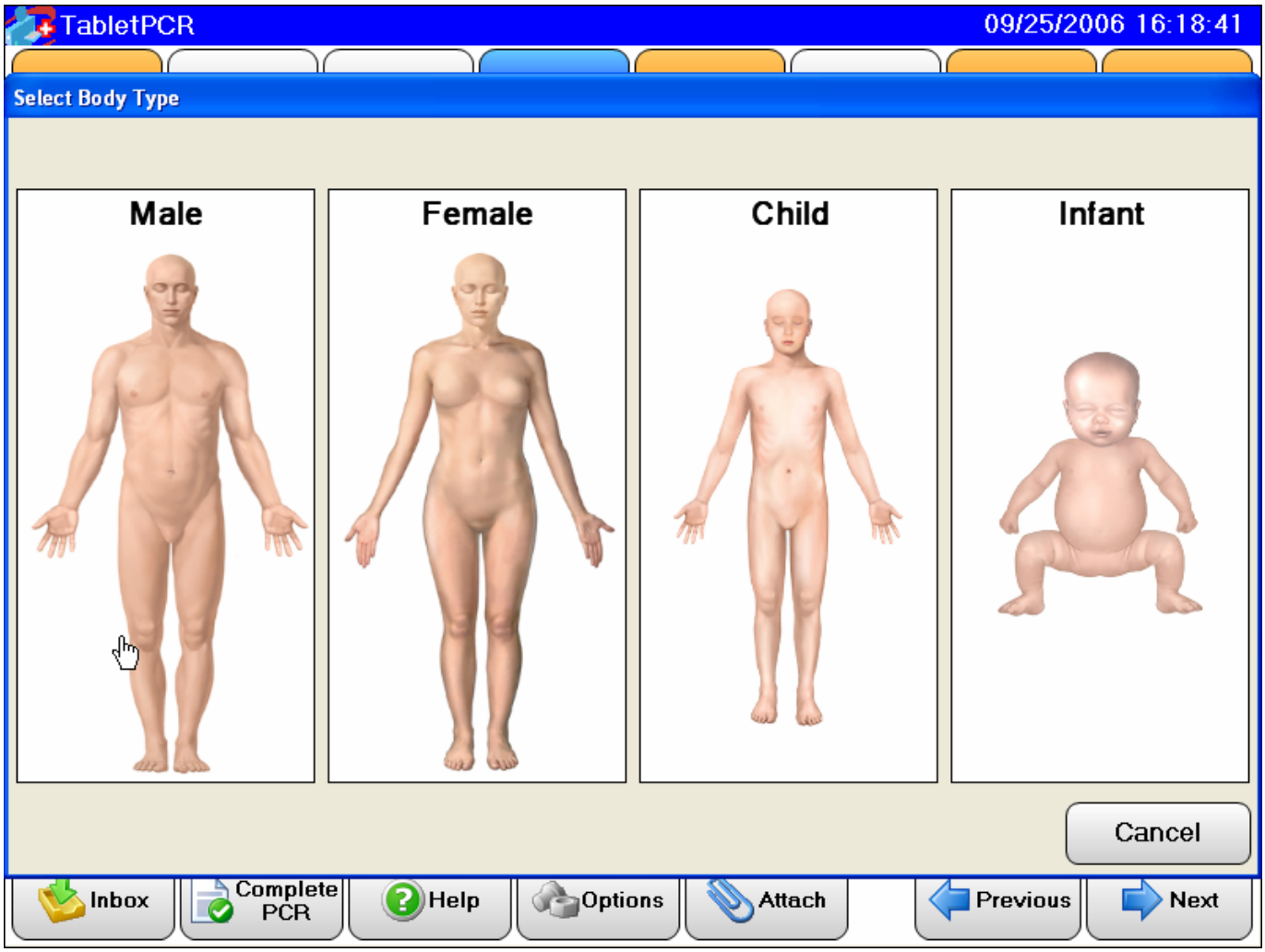
FIELD	COMMENTS:
Choose any number of items	
Notepad	Make notes if needed



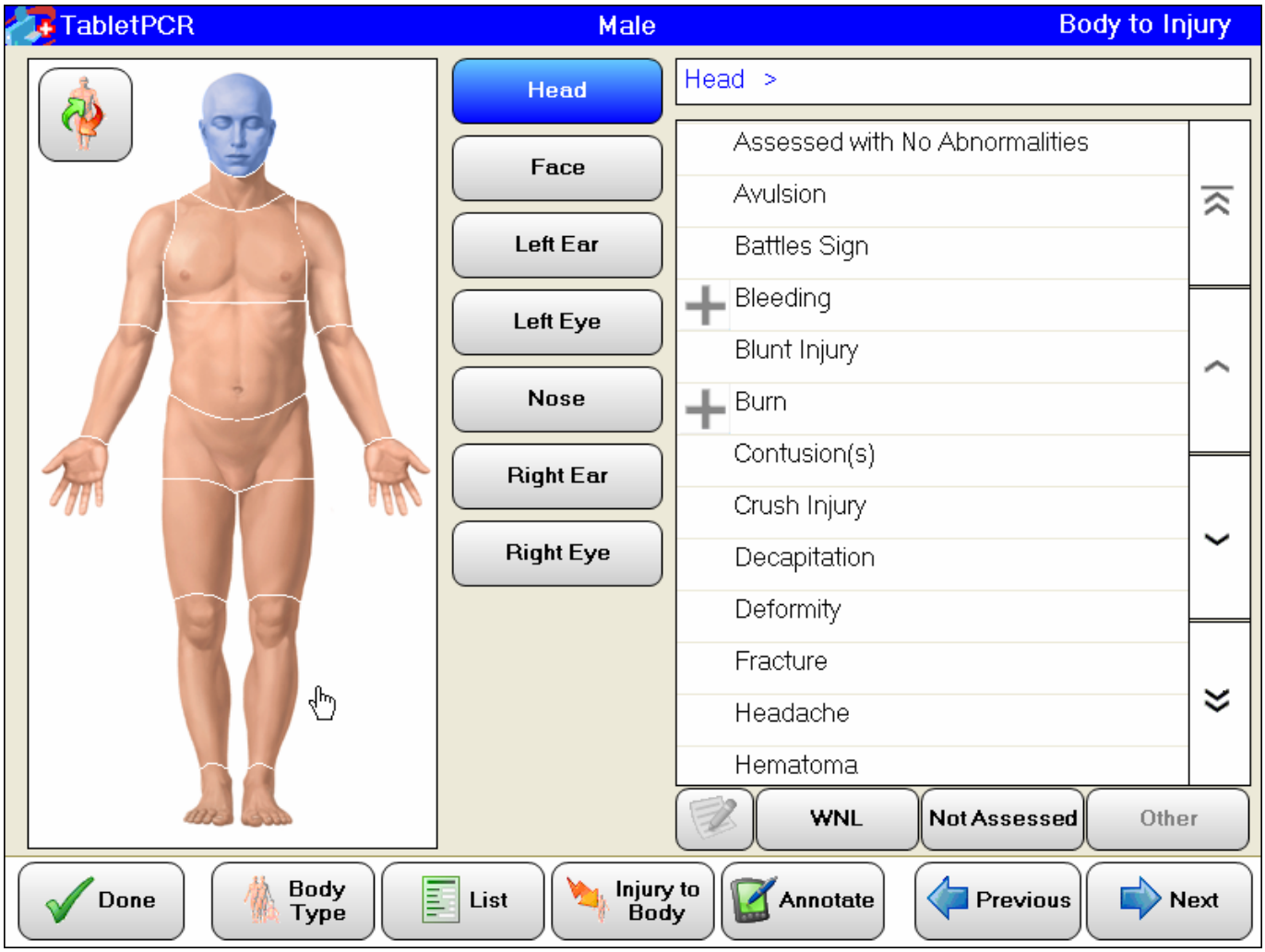
FIELD	COMMENTS:
Add	Add a Physical Exam
Allows multiple assessments – each new exam will add to the list on this page sorted by time – once an assessment has been entered the following buttons are accessible when an assessment is highlighted	
Copy	Copies and assessment and then you can edit any items that changed – for instance, the only thing that changes from one exam to the next is the LOC – Copy the previous exam, edit the Time and LOC
Delete	Delete the highlighted exam/assessment
Notes	Make specific notes about an exam/assessment



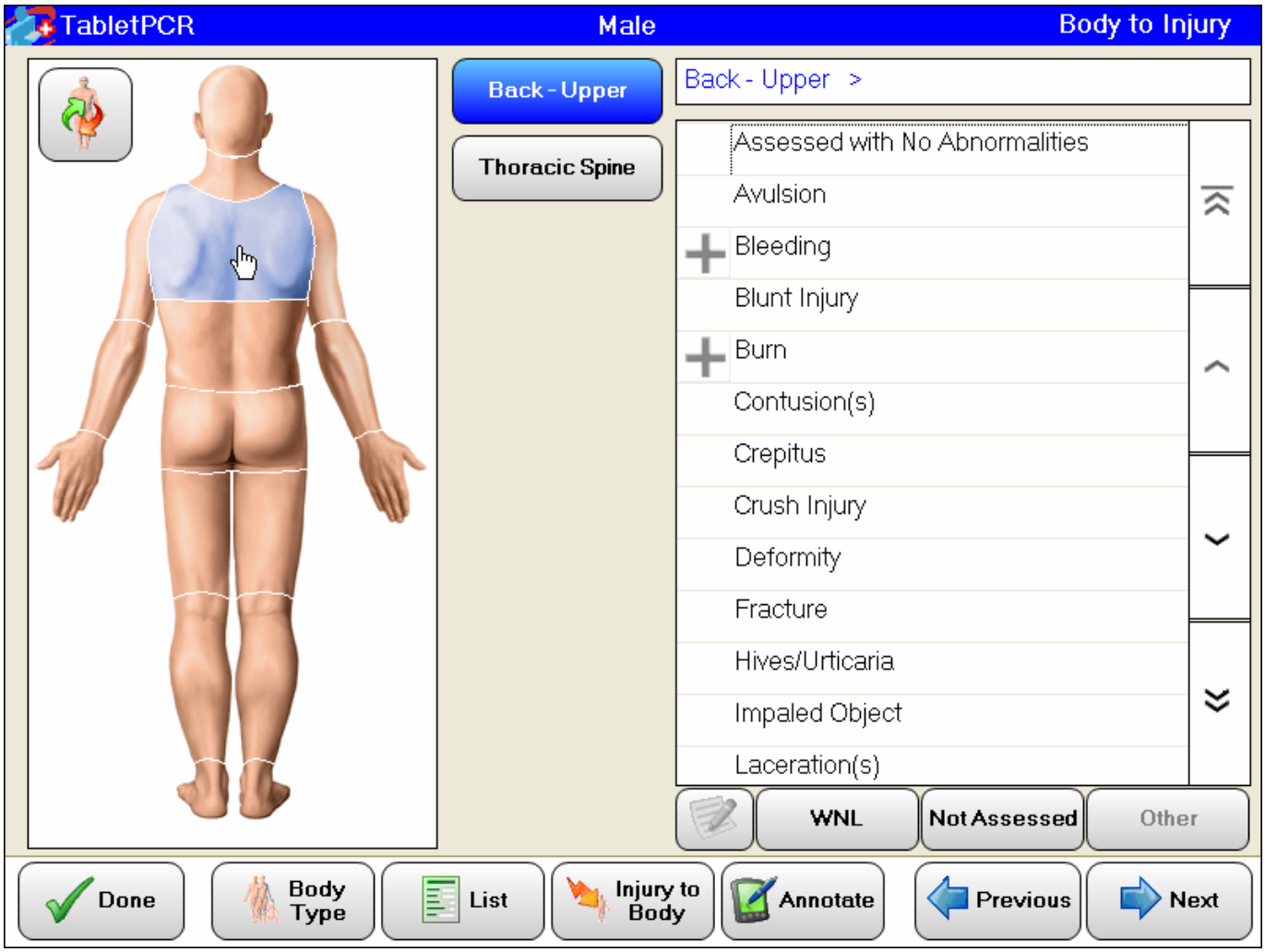
FIELD	COMMENTS:
Time	Pick from list or click “Can’t Find” and type in a time
Medic	Who performed skill – if someone not on your crew performed it – click “Can’t Find” and you get a list of all District personnel or you can choose from any Fire District in the County
Comments	Any general comments
Body Survey	Go right to a physical assessment screen
Auto Mark	Marks any non-charted item as either WNL or Not Assessed – you can either pre-chart anything and then use Auto Mark, or you can click Auto Mark and go back and edit items that are not WNL
RED X	Delete



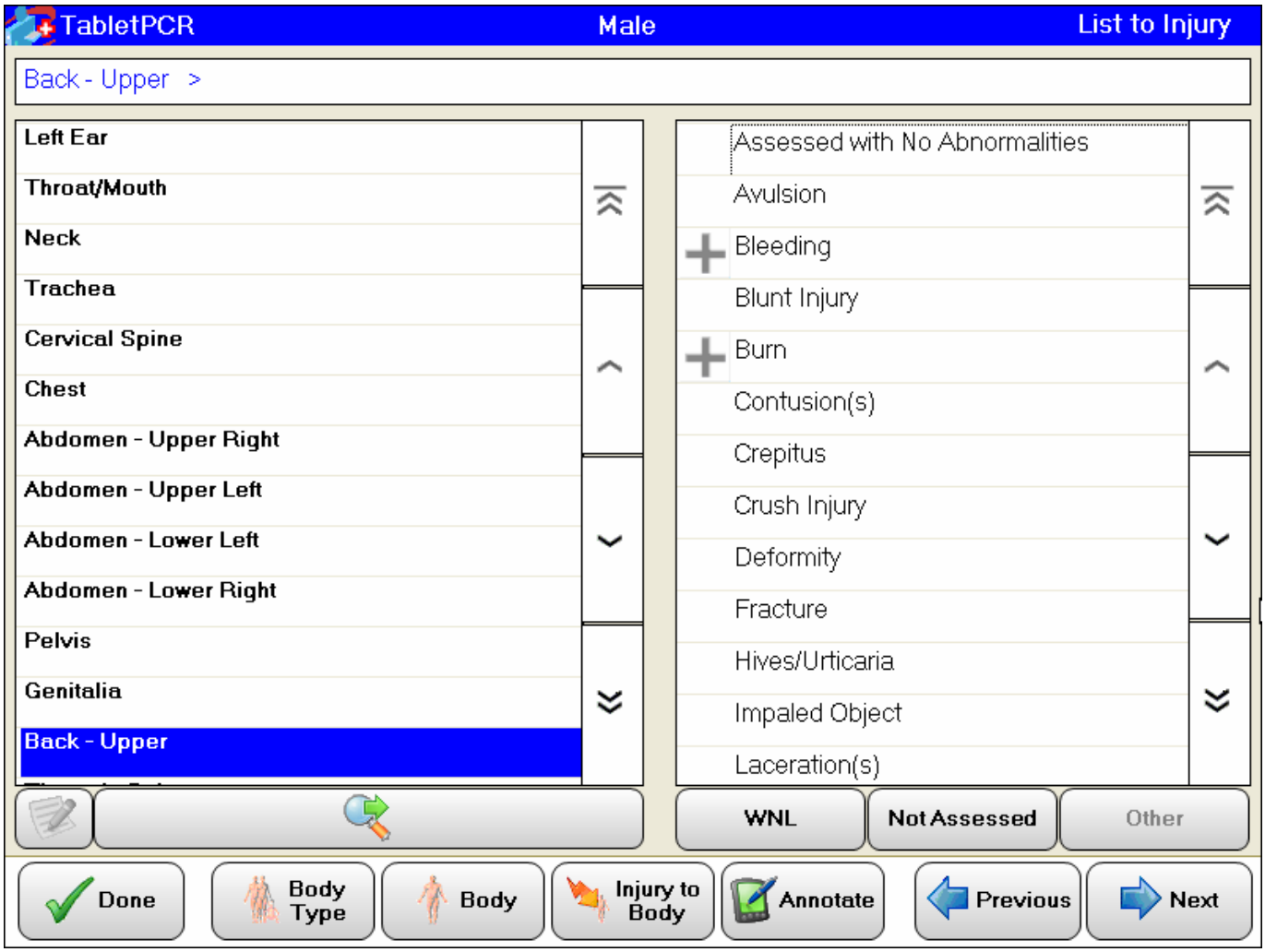
FIELD	COMMENTS:
If Gender was not declared under the Patient Info, you get a choice as to body type once Body Survey is selected – If gender and age were pre-selected then you get the appropriate body type right away	



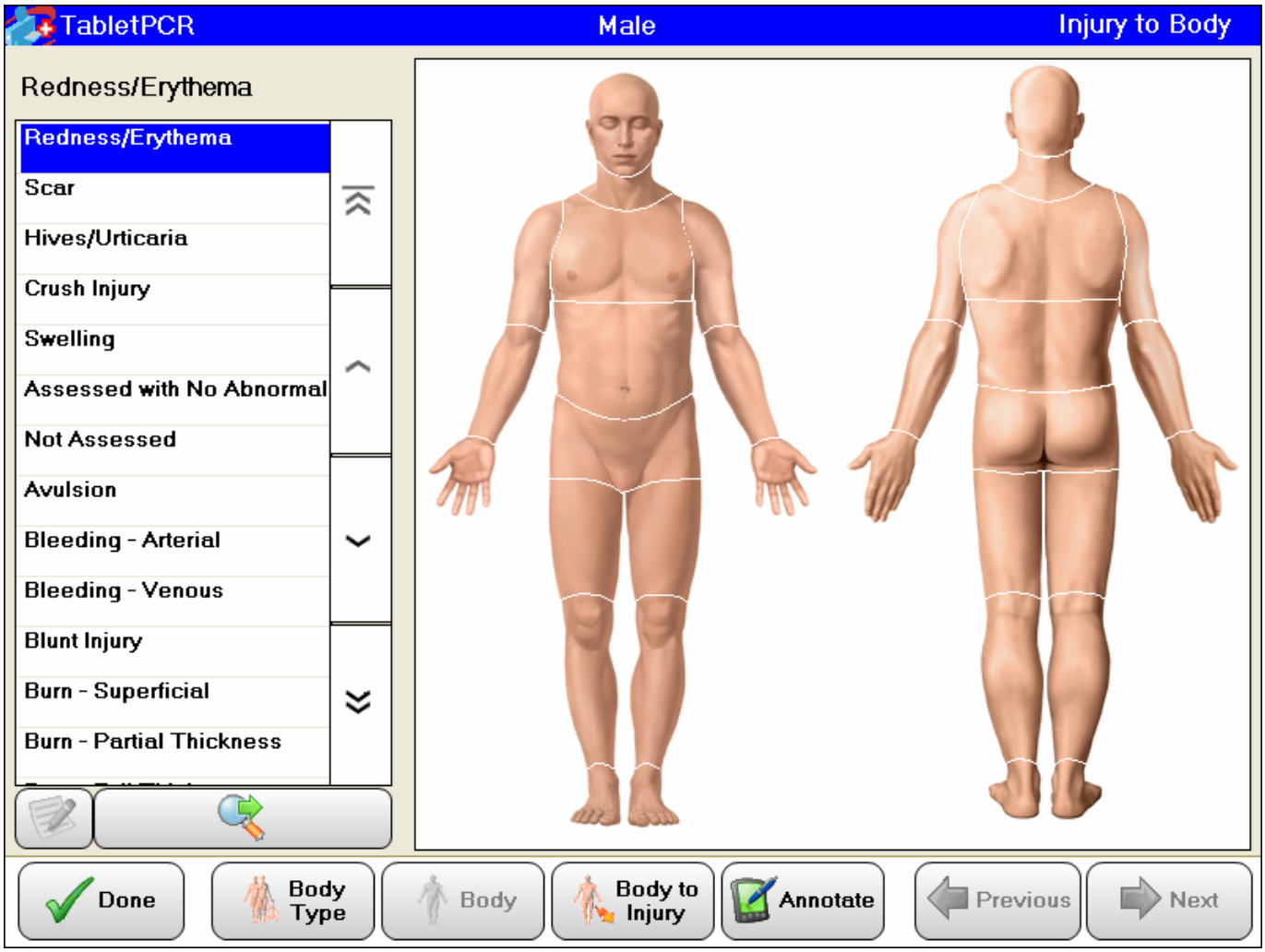
FIELD	COMMENTS:
Body Part	Highlighted as you tab, click “Next” or click on it with your mouse
Small body w/ arrows	Flip the body around
Notepad	Accessible once something is highlighted
WNL	Within Normal Limits is charted for the selected body part
Not Assessed	Not Assessed is charted for the selected body part
Done	Finished with the Body Survey Page
Body Type	Change gender
List	Shows the charted list
Injury to Body	Ability to quickly chart multiple injuries to the body
Annotate	Ability to draw on the body diagram



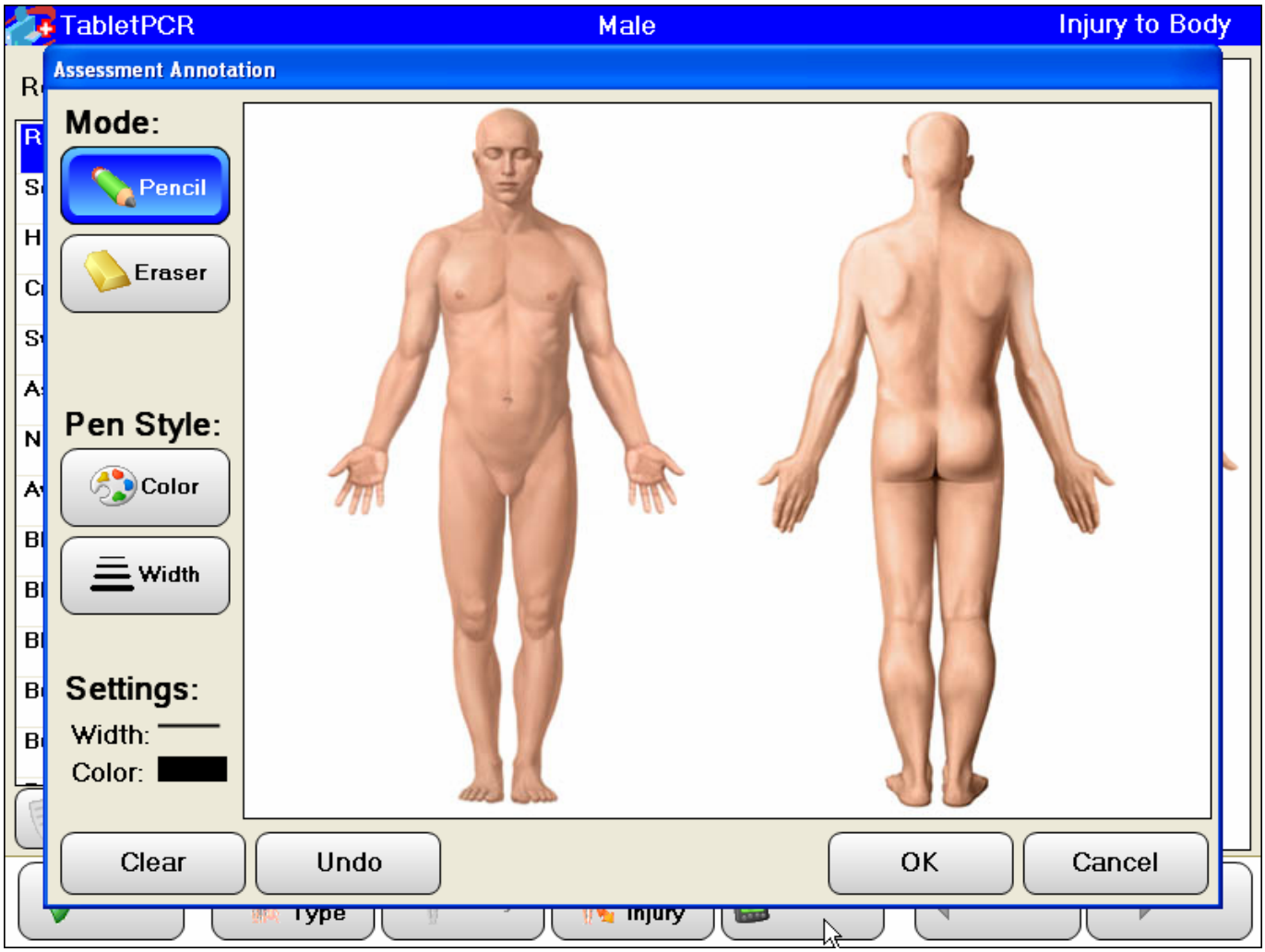
FIELD	COMMENTS:
View after clicking on the “Flip Body” icon (Upper left corner of body screen)	



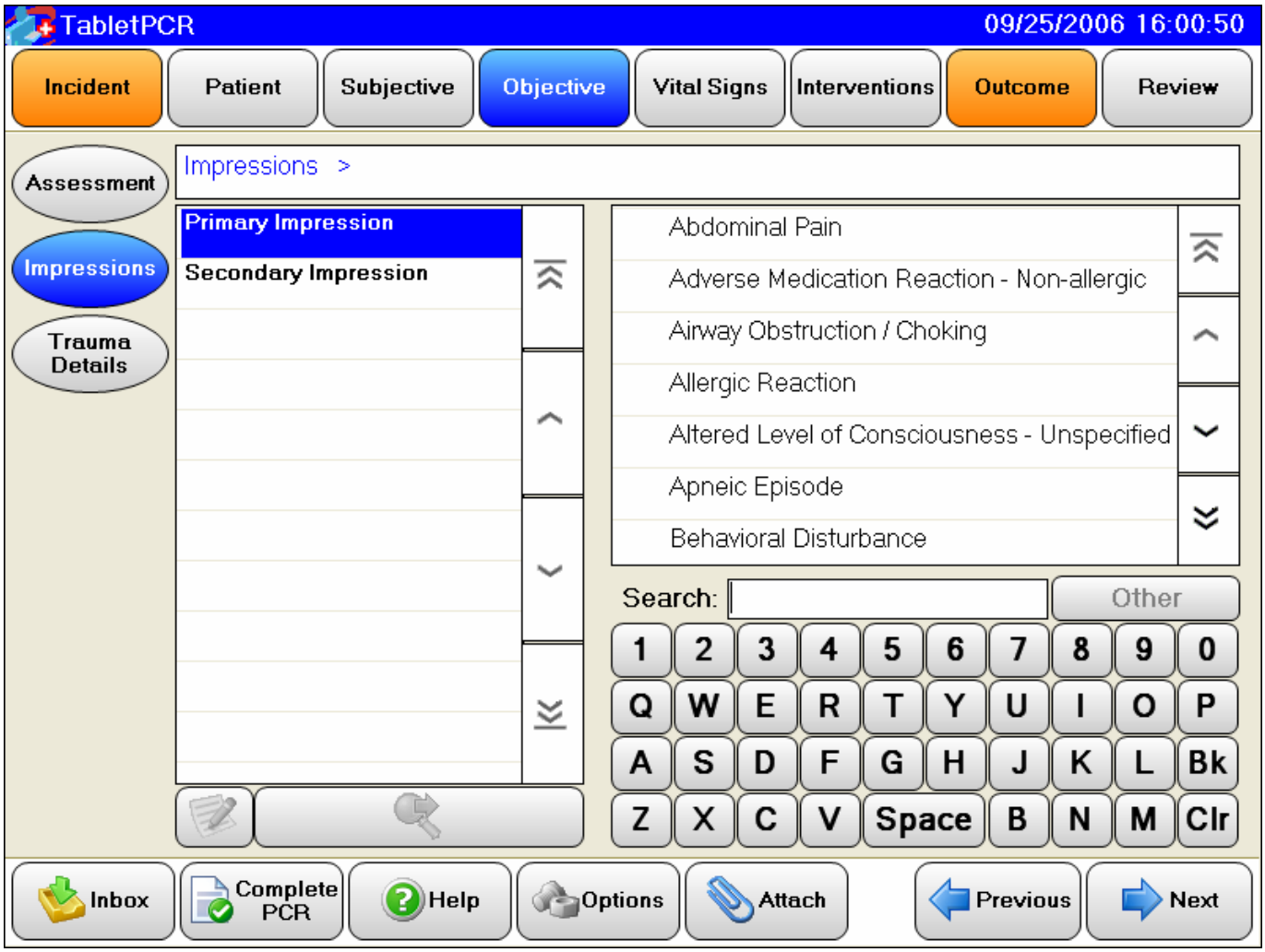
FIELD	COMMENTS:
Shows the List view of the Body Assessment	



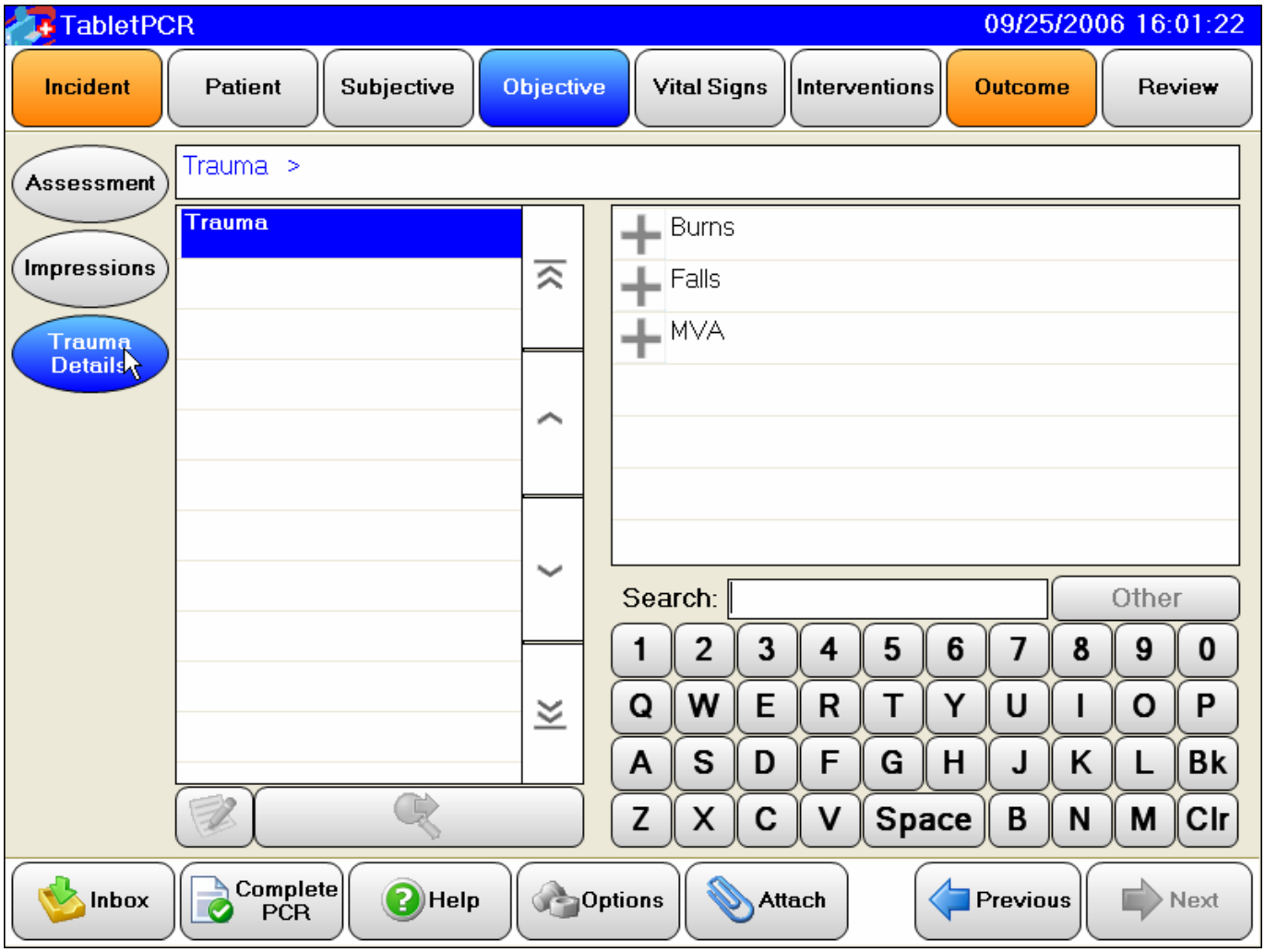
FIELD	COMMENTS:
View of the Injury to Body screen	



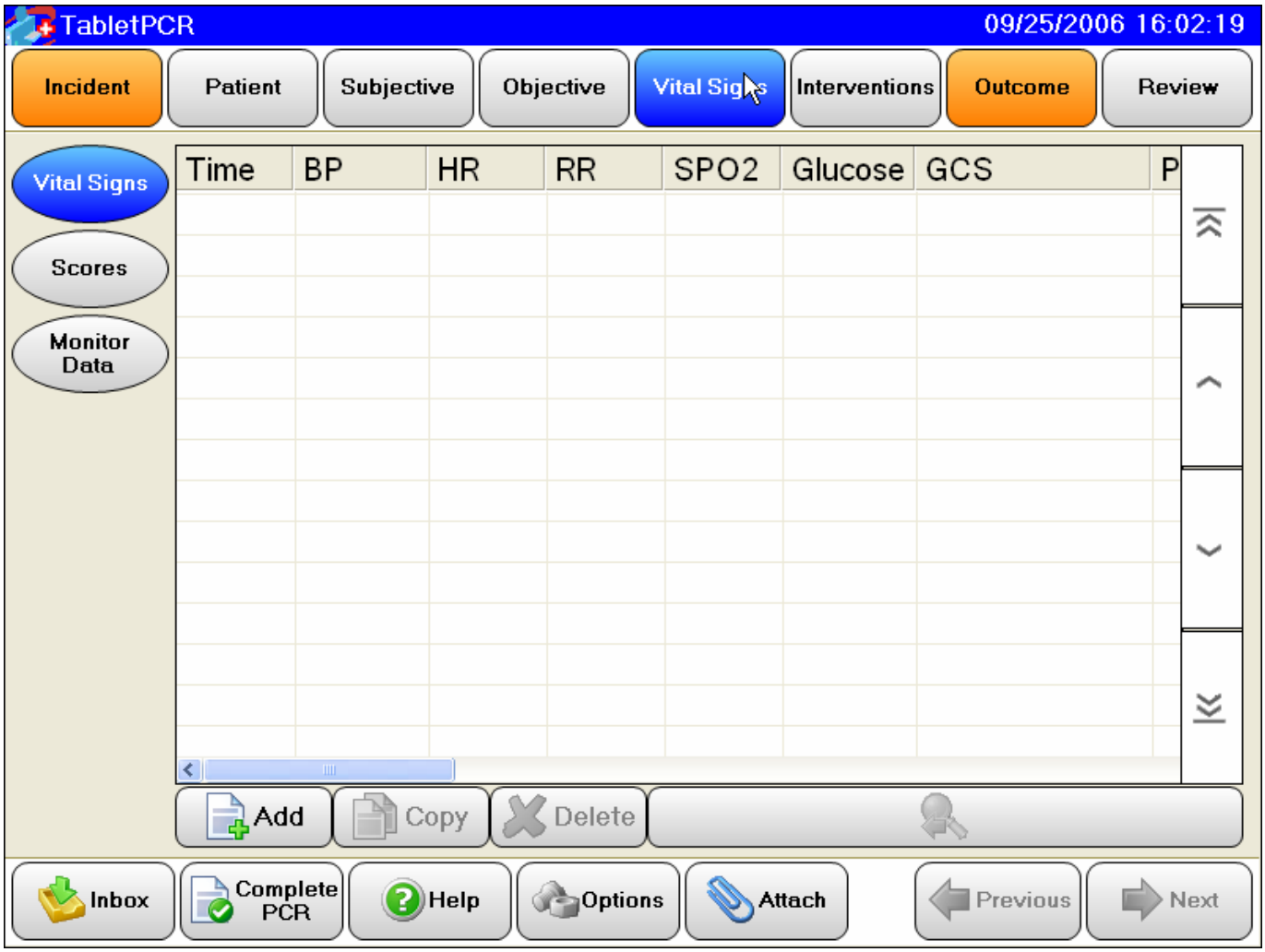
FIELD	COMMENTS:
View of the Annotate Body screen	
Pencil	Drawing tool
Eraser	Ability to erase a part of the drawing
Color	Different pencil colors
Width	Different pencil drawing widths
Clear	Erase everything on this screen and start over
Undo	Undo step by step
Ok	Saves and closes the screen
Cancel	Exits without saving drawing



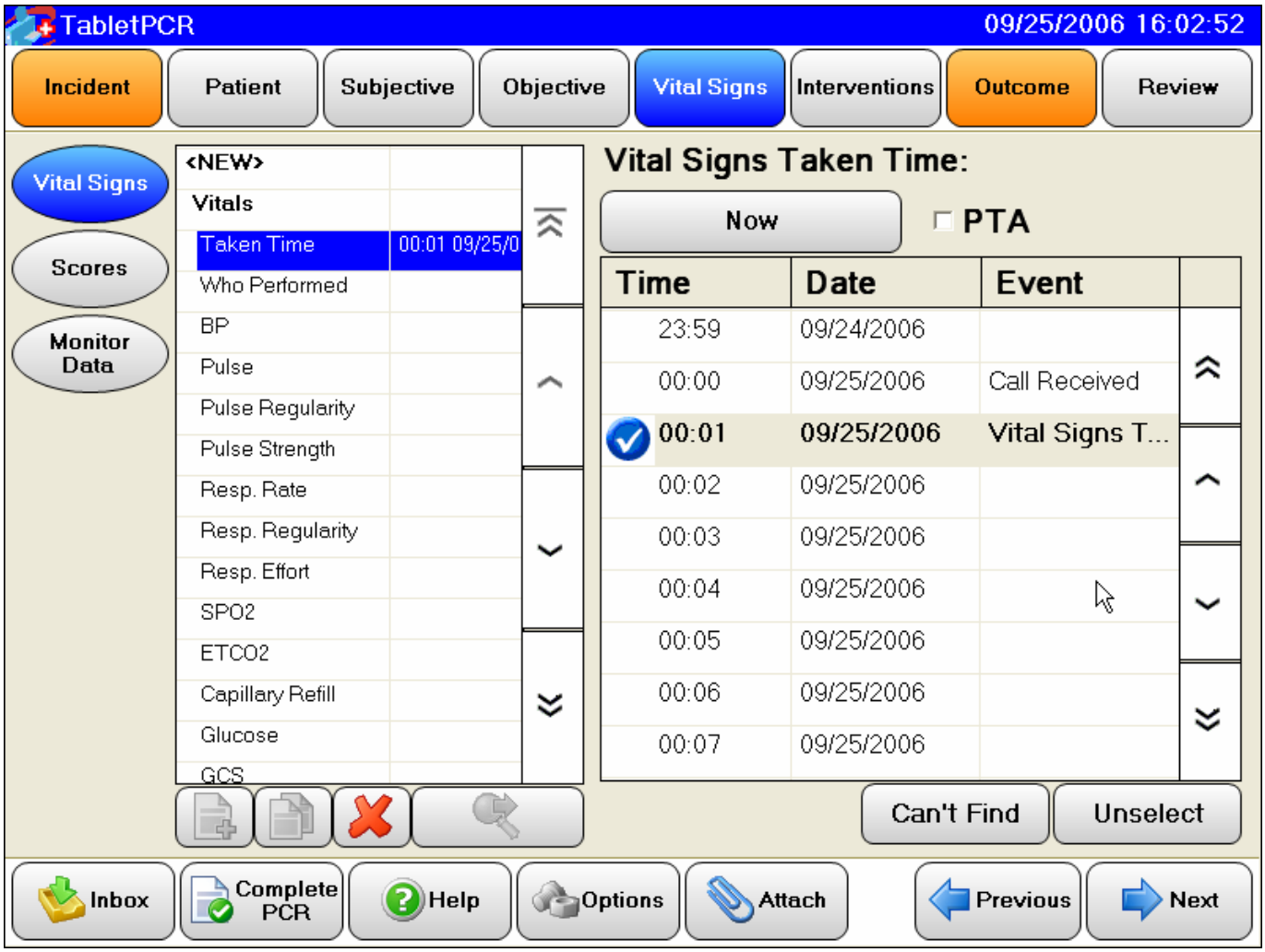
FIELD	COMMENTS:
Any patient treated needs to have at least a Primary Impression	
Primary Impression	Choose only one – If multiple impressions, choose most important one
Secondary Impression	Choose up to three more



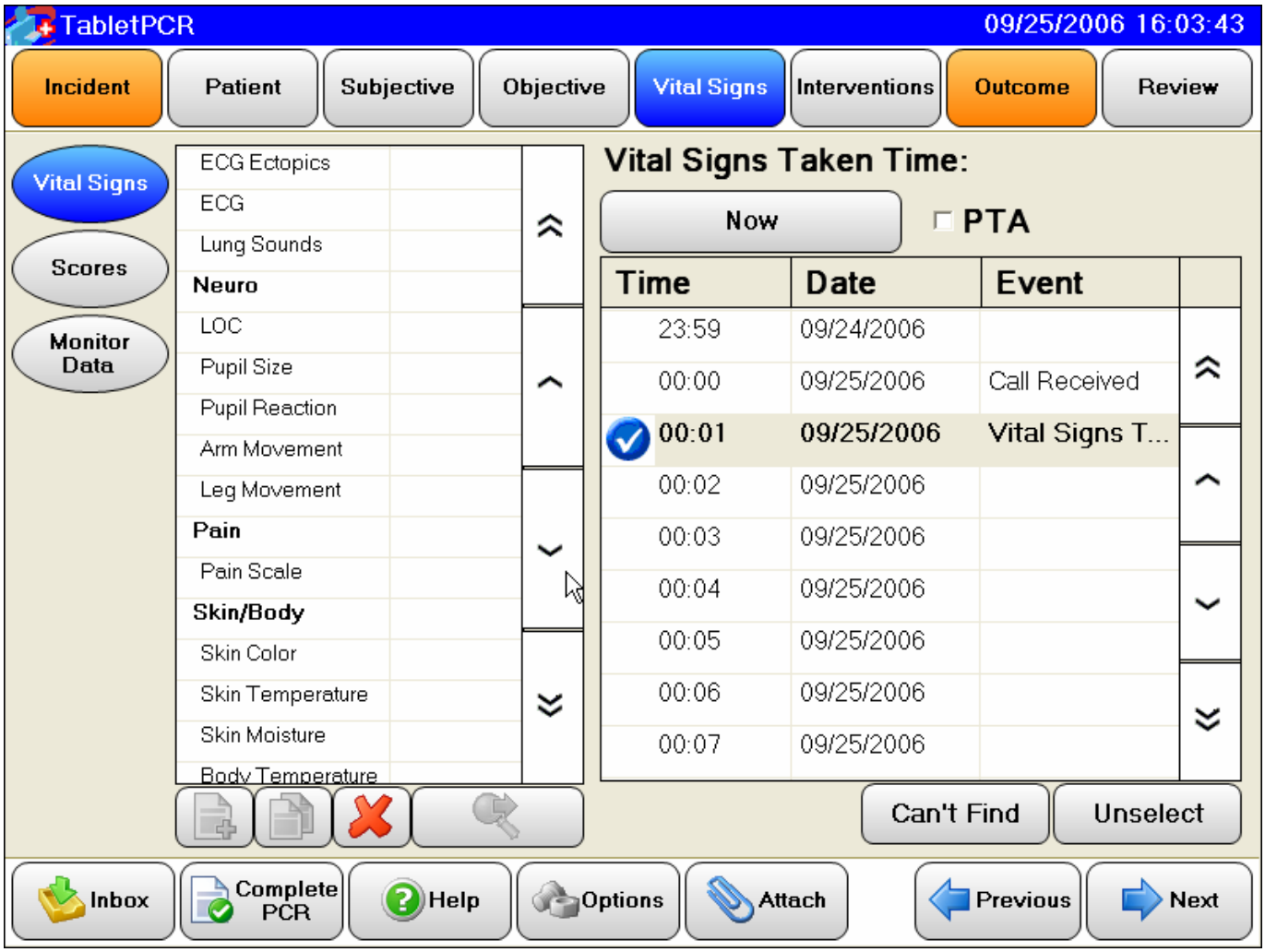
FIELD	COMMENTS:
Trauma Details are places to chart additional information about trauma calls – drill down lists	



FIELD	COMMENTS:
Add	Add a set of vital signs
Allows multiple sets of vital signs – each new set will add to the list on this page sorted by time – once the vital signs have been entered the following buttons are accessible when a set has been highlighted – Code Markers used on the monitor that pick up ETCO2 or SPO2 readings will populate a set of vital signs when the code marker was touched	
Copy	Copies the vital sign set and then you can edit any items that changed – for instance, the only thing that changes from one set to the next is a BP – Copy the previous set, edit the Time and BP
Delete	Delete the highlighted set of vital signs

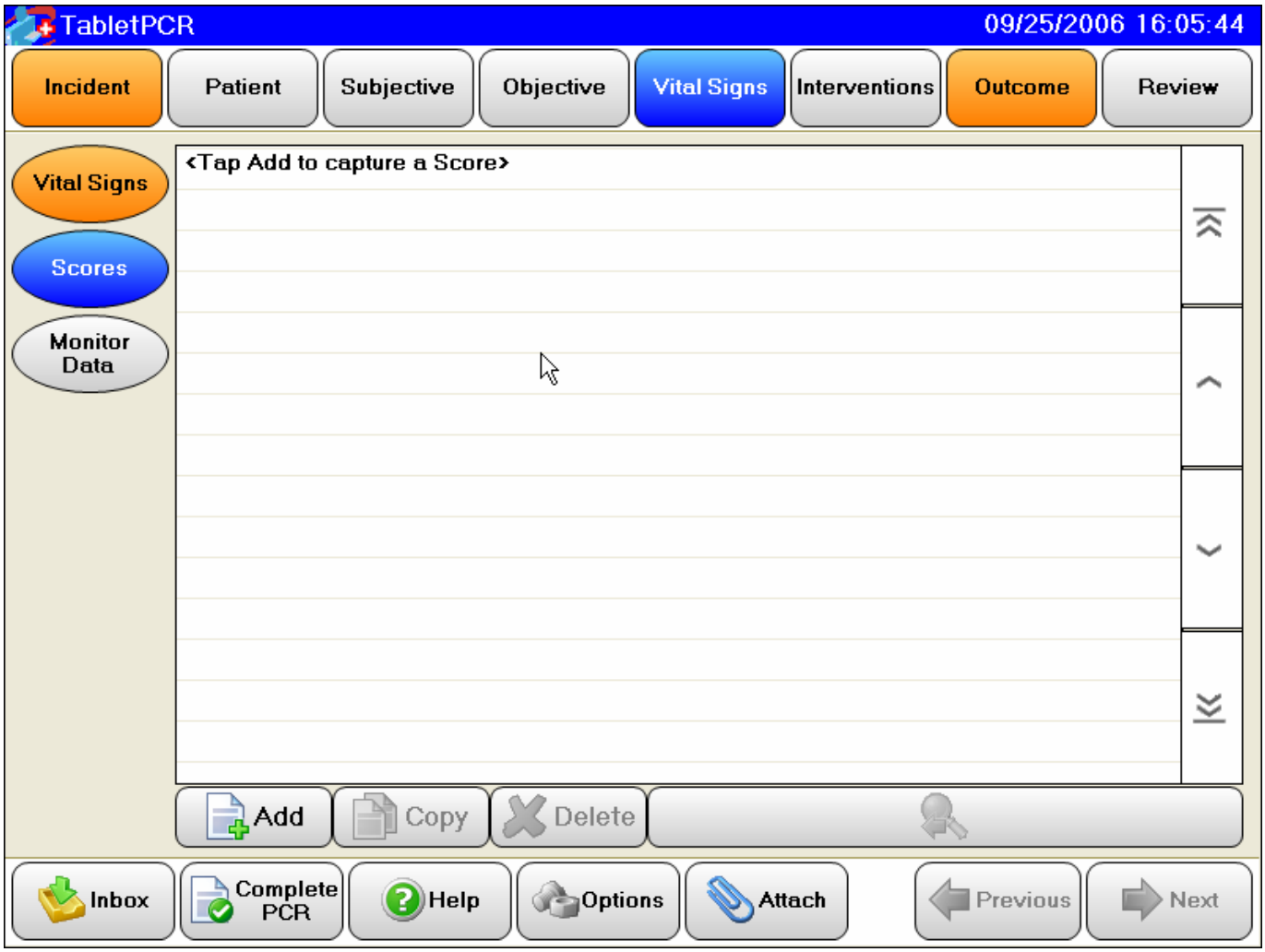


FIELD	COMMENTS:
Taken Time	Select from list or click “Can’t Find” and type it in
PTA	VS taken prior to arrival (PTA)
Who Performed	Choose from list or click “Can’t Find”
B/P	Enter B/P
Pulse information	Pulse rate, Regularity, Strength
Respiration information	Respiratory Rate, Regularity, Effort
SPO2 and ETCO2	Numbers imported from Monitor data
Capillary Refill	Capillary refill information
Glucose	Blood Glucose Level
GCS	Glascow Coma Scale – automatically calculates score

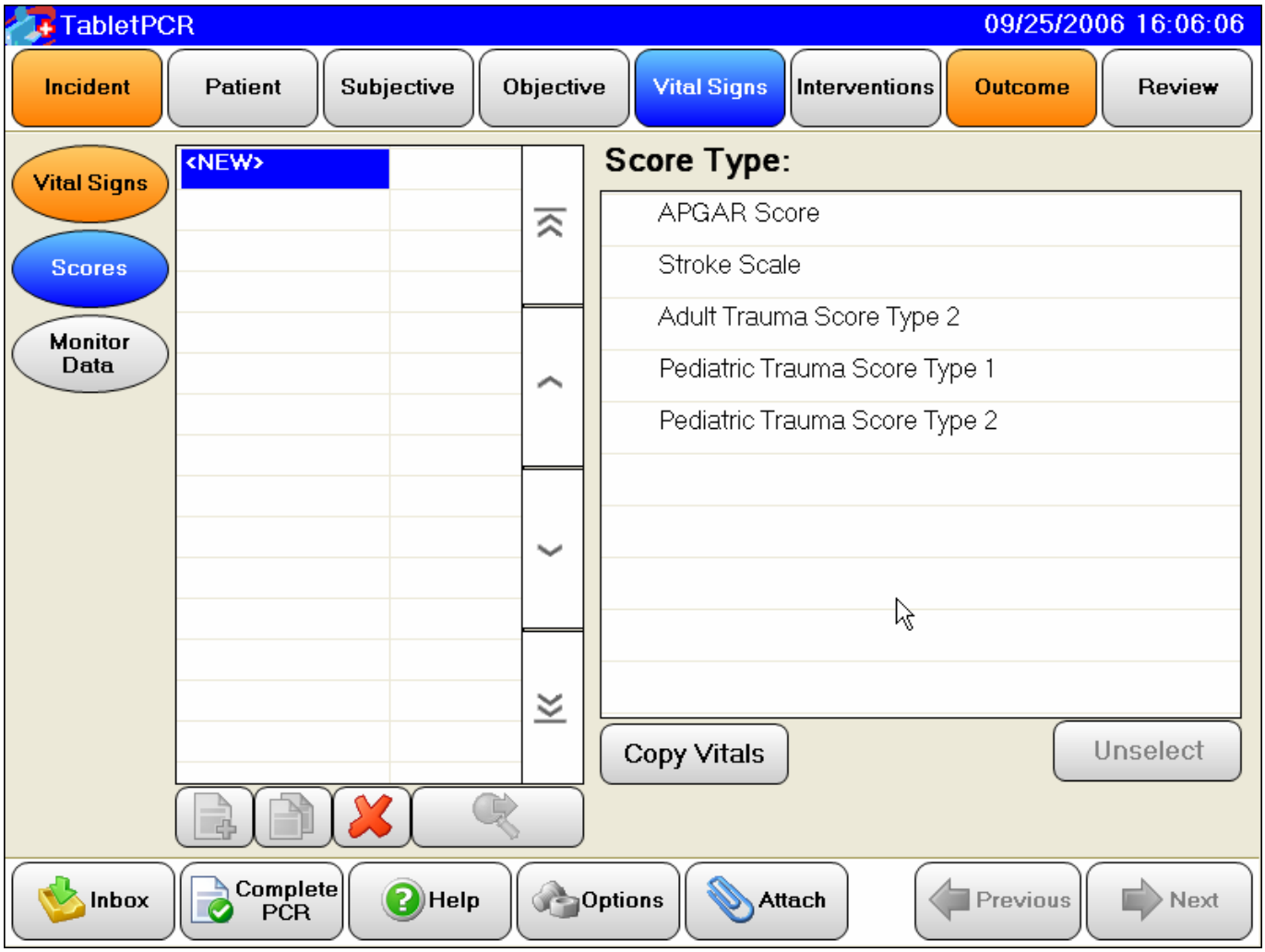


FIELD	COMMENTS:
ECG Ectopics	ECG ectopy found
ECG	Rhythm on monitor
Lung Sounds	Lung Sound data
LOC	Level of Conciousness
Pupils	Pupil size and reaction
Movement	Arm and Leg Movement
Pain	Separate pain scale if needed
Skin Sx	Skin color, temperature and moisture
Body Temperature	If taken
Comments (off screen)	General comments and notes if needed

FIELD	COMMENTS:
If you click Pain and then “FACES Pain Scale” you will find the Wong, Baker FACES Pain Rating Scale	



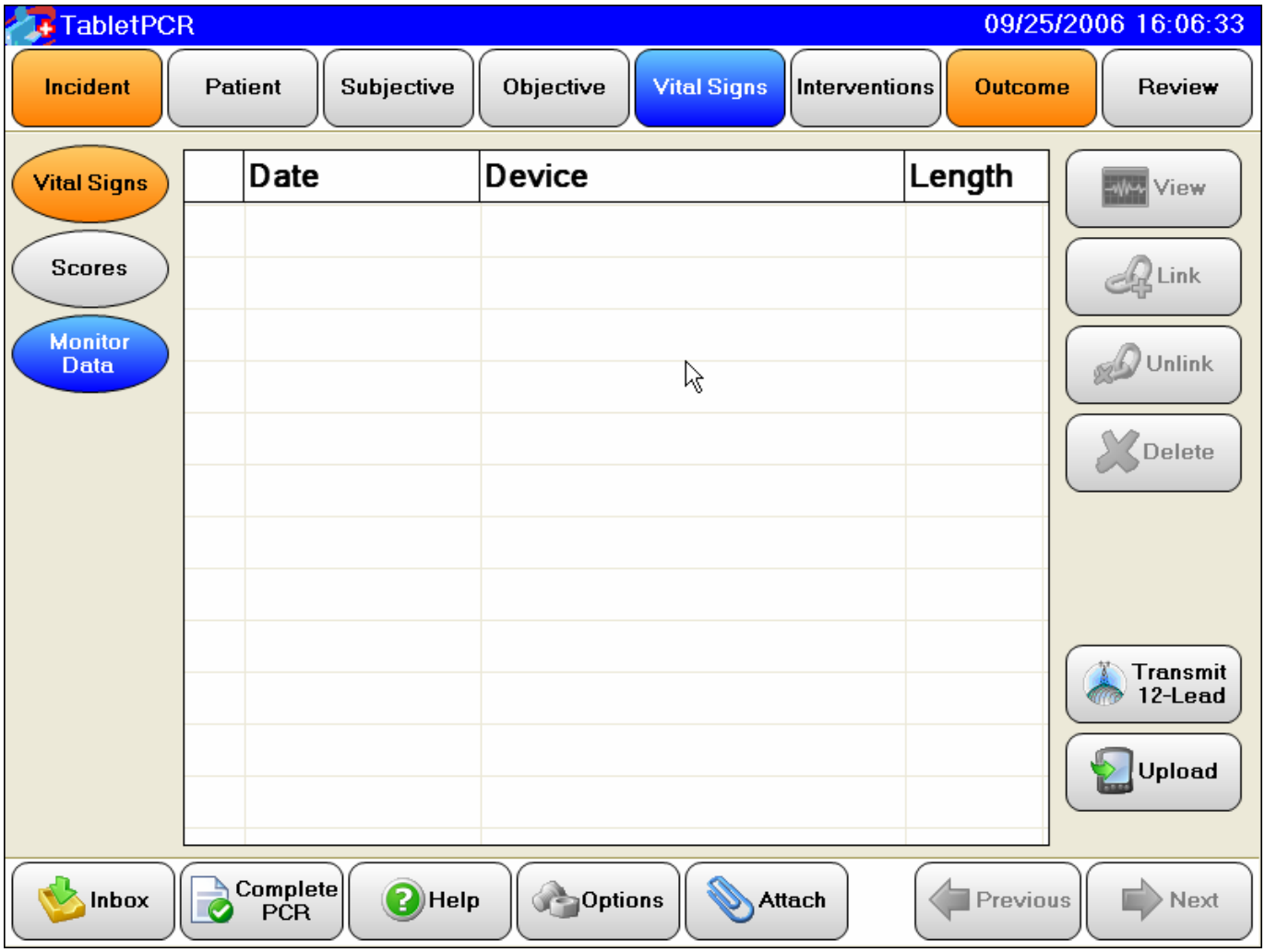
FIELD	COMMENTS:
Add	Add a set of vital signs
Allows multiple scores (like APGAR) – each new score will add to the list on this page sorted by time – once the scores have been entered the following buttons are accessible when a set has been	
Copy	Copies the Score and then you can edit any items that changed
Delete	Delete the highlighted Score



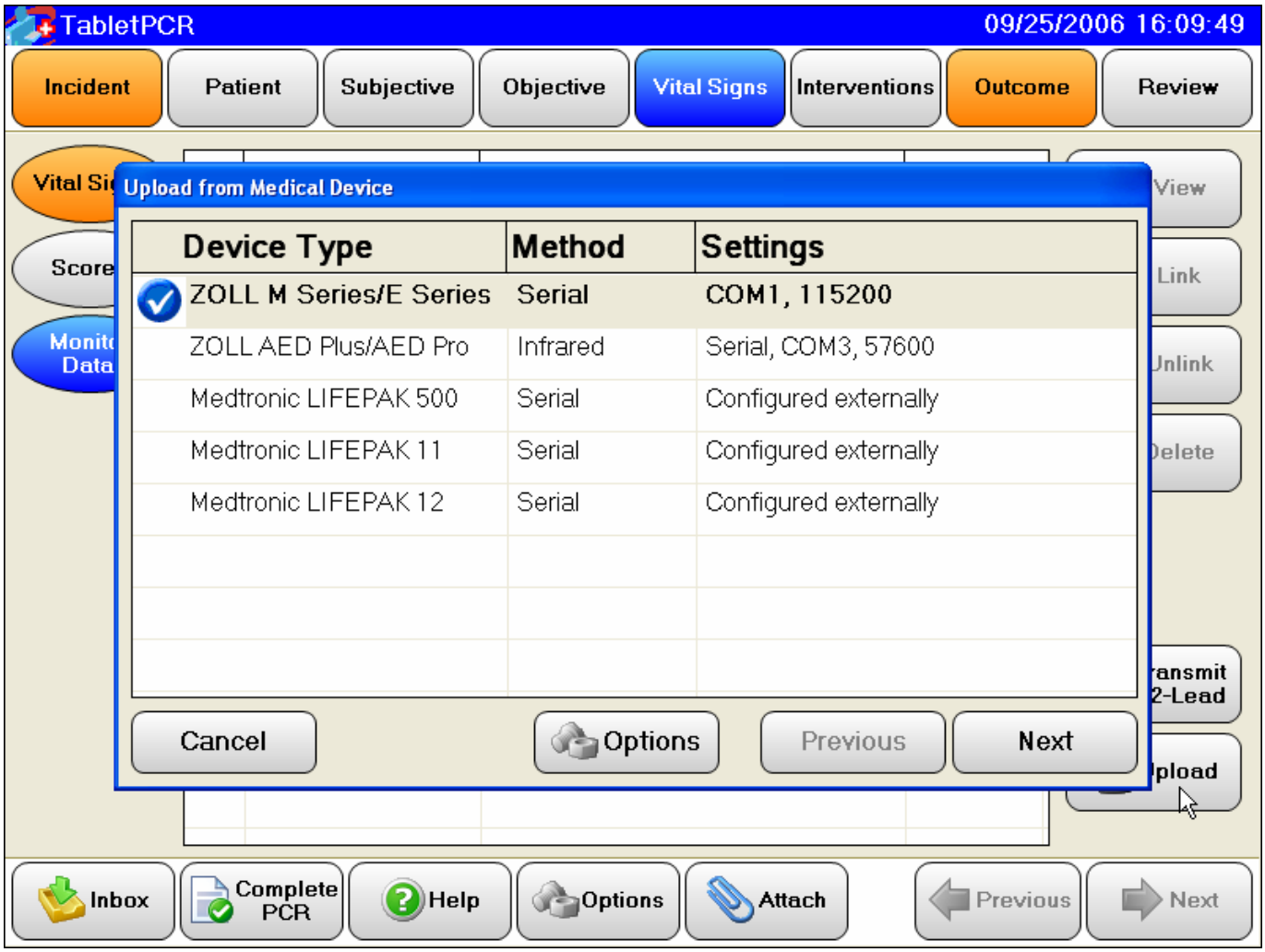
FIELD	COMMENTS:
APGAR	Newborn APGAR scale
Stroke Scale	Cincinnati Stroke scale
Trauma scores	Currently not in use

The following is a step by step guide for downloading Monitor data from the Zoll M series monitor, including screen shots. All data is downloaded from the monitor and stored in memory. This means that the data from multiple calls needs to be downloaded only once. Once you "Link" a data event from the monitor to a specific PCR, that data event is no longer available as a choice for subsequent PCR's. The same thing if you delete a data event. Once all monitor data has been linked to the respective PCRs, delete the remaining events so that they do not continue to show as available. If you get a call during downloading, simply click "Cancel" on the screen, turn off the monitor and unplug the cable. No damage will occur

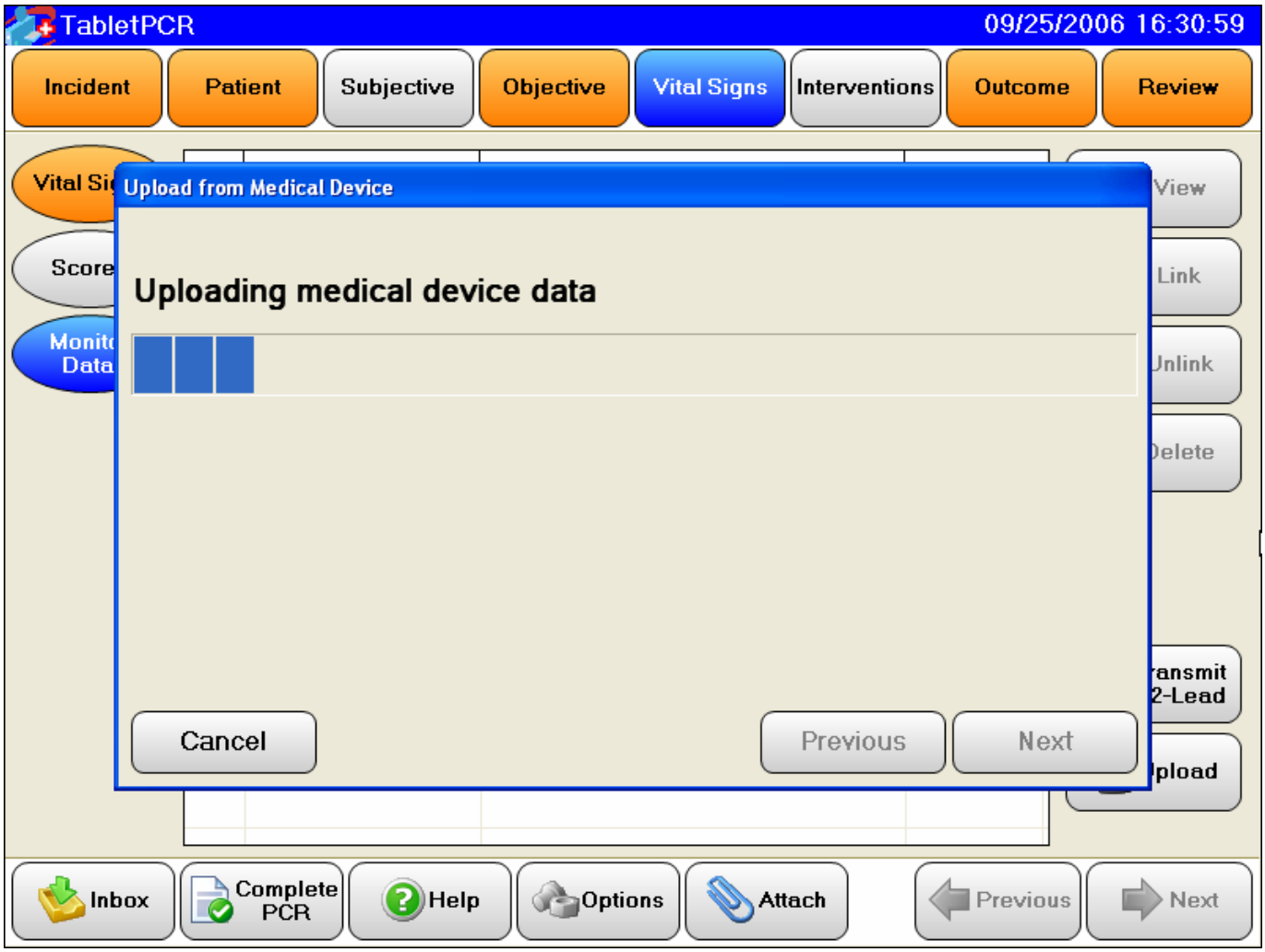
- TabletPCR
    - Go to Vital Signs
    - Click on Monitor Data (big button on left side of screen)
    - Click on Upload (small button on lower right side of screen)
    - Defaults to Zoll M series w/ Serial Cable
    - Select Next
- Zoll Monitor
    - Plug cable into the monitor (looking at front of monitor, the plug goes in on the top, right rear of monitor)
    - Make sure the monitor has been off for at least ten seconds
    - While pushing the left most round soft-key button (just underneath screen), turn power selector to monitor
    - Continue pushing the round soft-key button until the "*System Utilities*" screen comes up
        - If it comes on in Monitor mode, turn off monitor, wait 10 to15 seconds and try again
    - Push the button under "*Upload Card*"
    - Push the button under "*Send*"
    - The data is sent to the PCR program
- TabletPCR
    - Confirm the data was sent to the program
    - Select the correct data event in the screen for the current PCR by clicking next to it
- Zoll Monitor
    - Push the button under "*Erase*" on the monitor
    - Confirm erase by pushing the button under "*Next Item*"
    - Push the button under "*Enter*"
    - The card erases
    - Push the button under "*Next Item*"
    - Push the button under "*Enter*"
    - Push the button under "*Return*"
    - Turn off the monitor
    - Unplug the data cable from the monitor



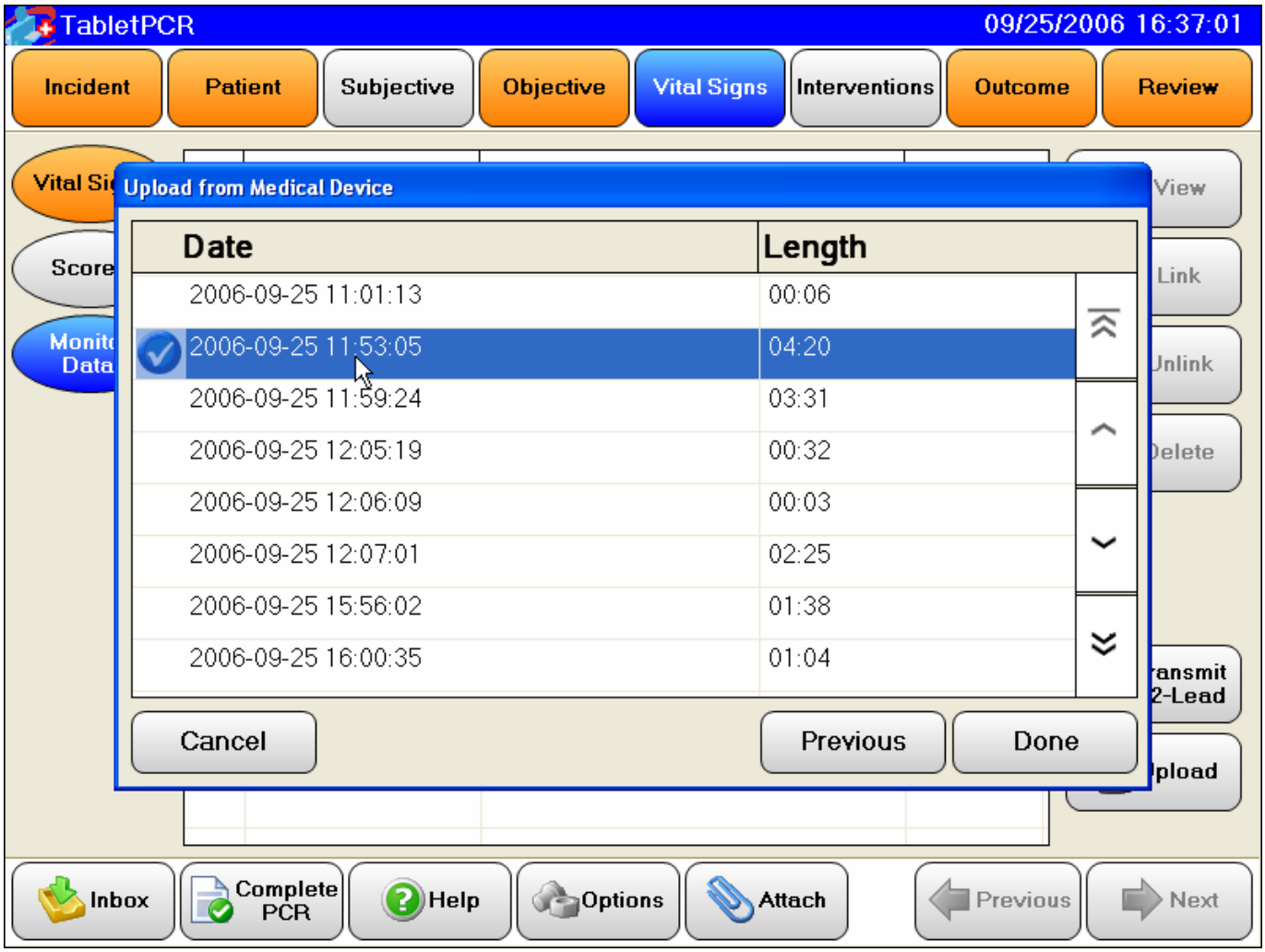
FIELD	COMMENTS:
Upload	Click this button to start the process



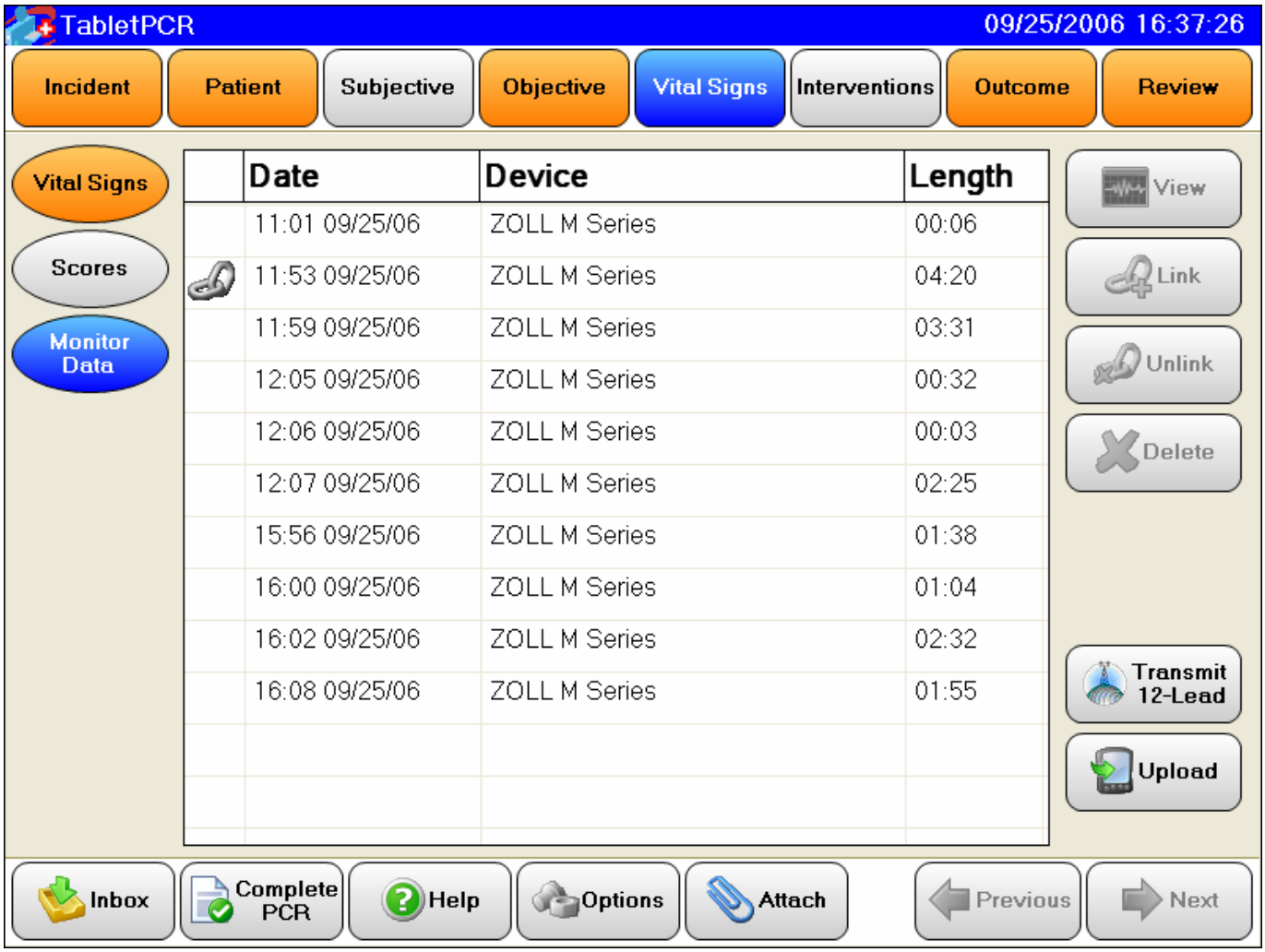
FIELD	COMMENTS:
The program defaults to the Zoll M Series using a serial cable	



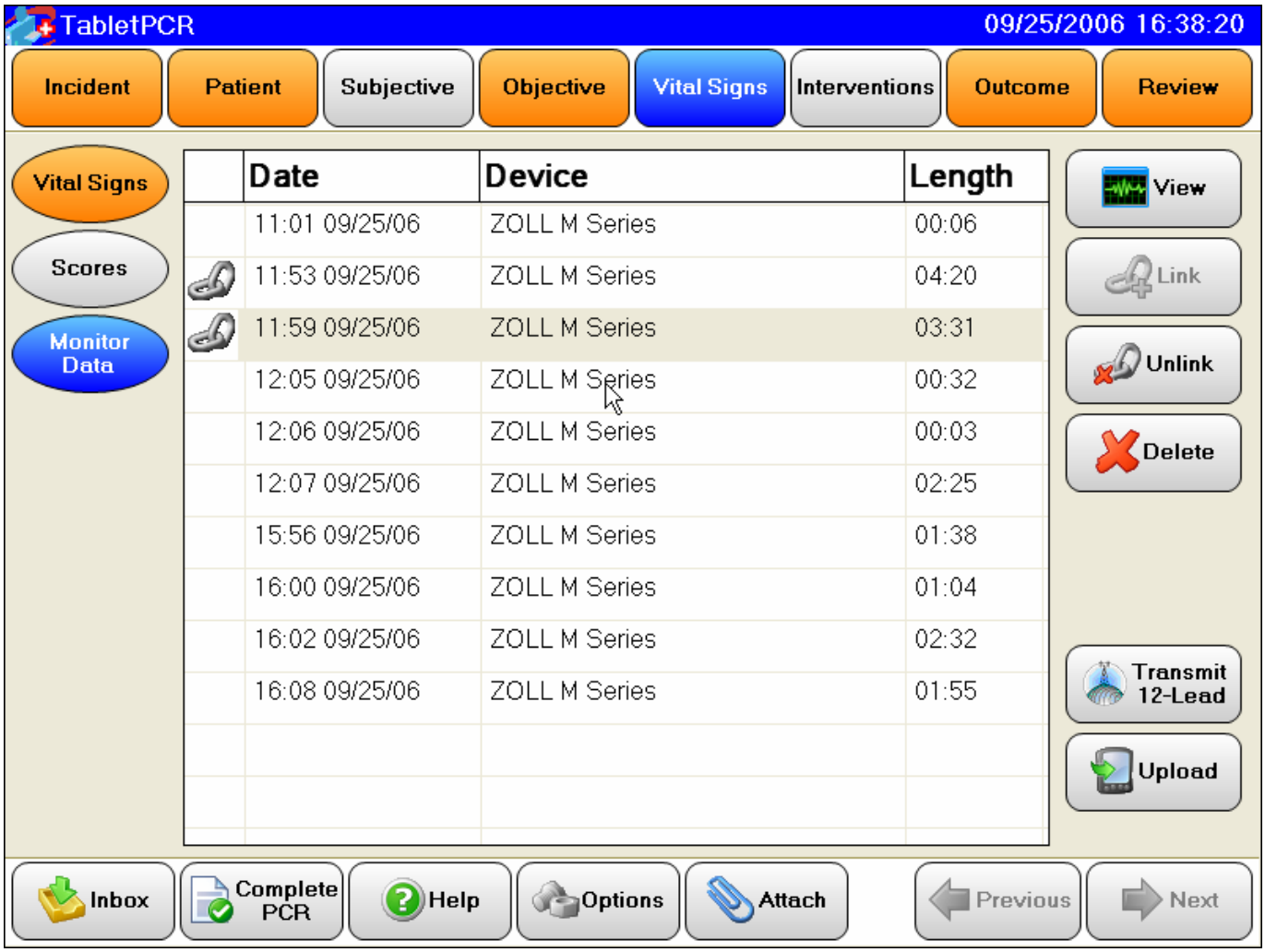
FIELD	COMMENTS:
Shows that data is being transferred from the monitor to the program	
Cancel	Click this to stop the process



FIELD	COMMENTS:
Note that there are several data events that were transferred – highlight the proper event for this incident – if there were multiple events they can be linked by holding down either the SHIFT or CTRL key while clicking on the additional event(s) – decide which event is the proper one by the date and time stamp in the left hand column	
Cancel	Stop the data process
Previous	Return to the previous screen
Done	After linking the primary data event, this button is how you continue

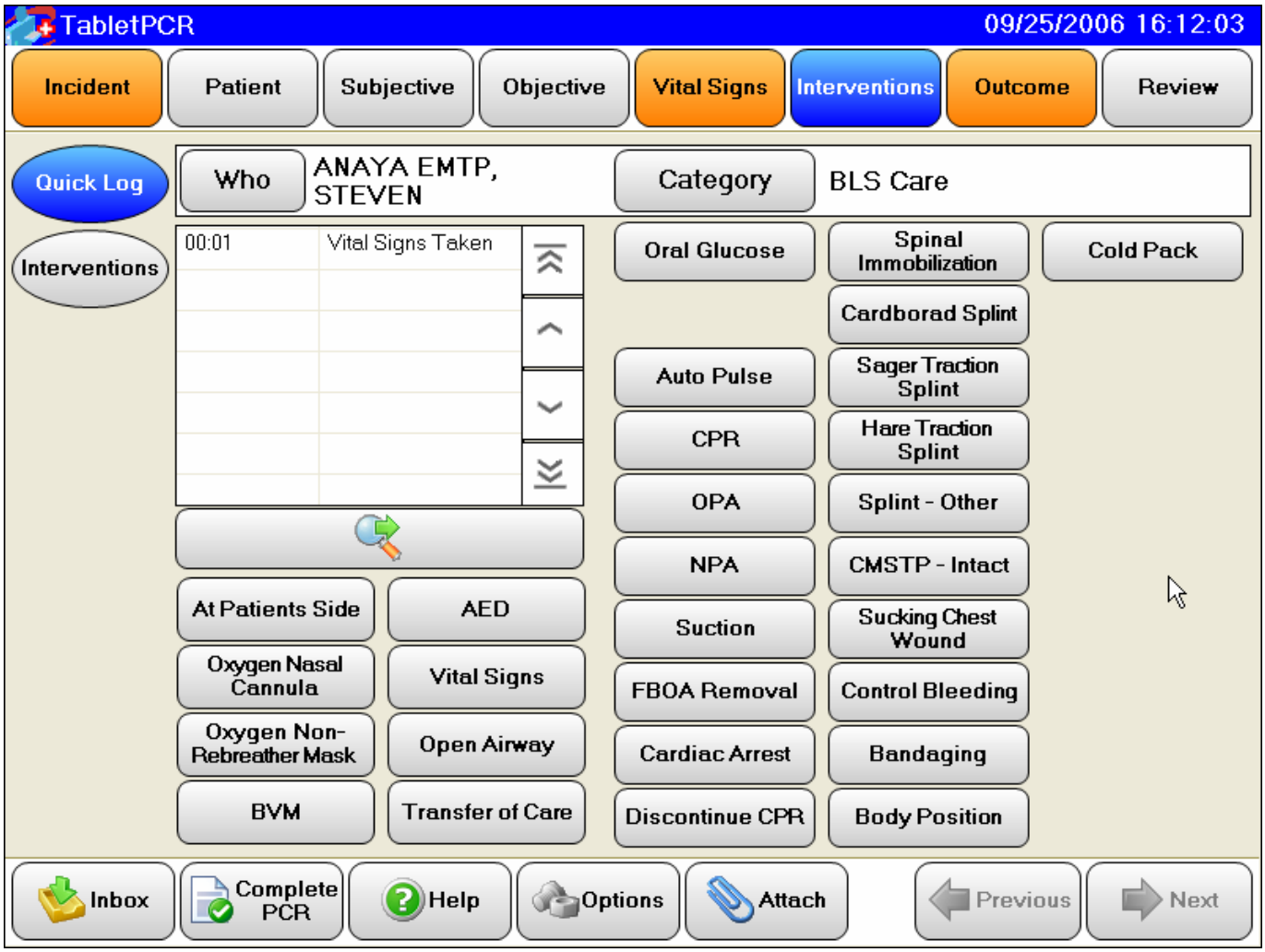


FIELD	COMMENTS:
This screen shows all of the transferred data events uploaded from the monitor – note the second from the top has been “linked” to this PCR – These events will continue to show up in future PCRs until they have either all been linked to a PCR or deleted	

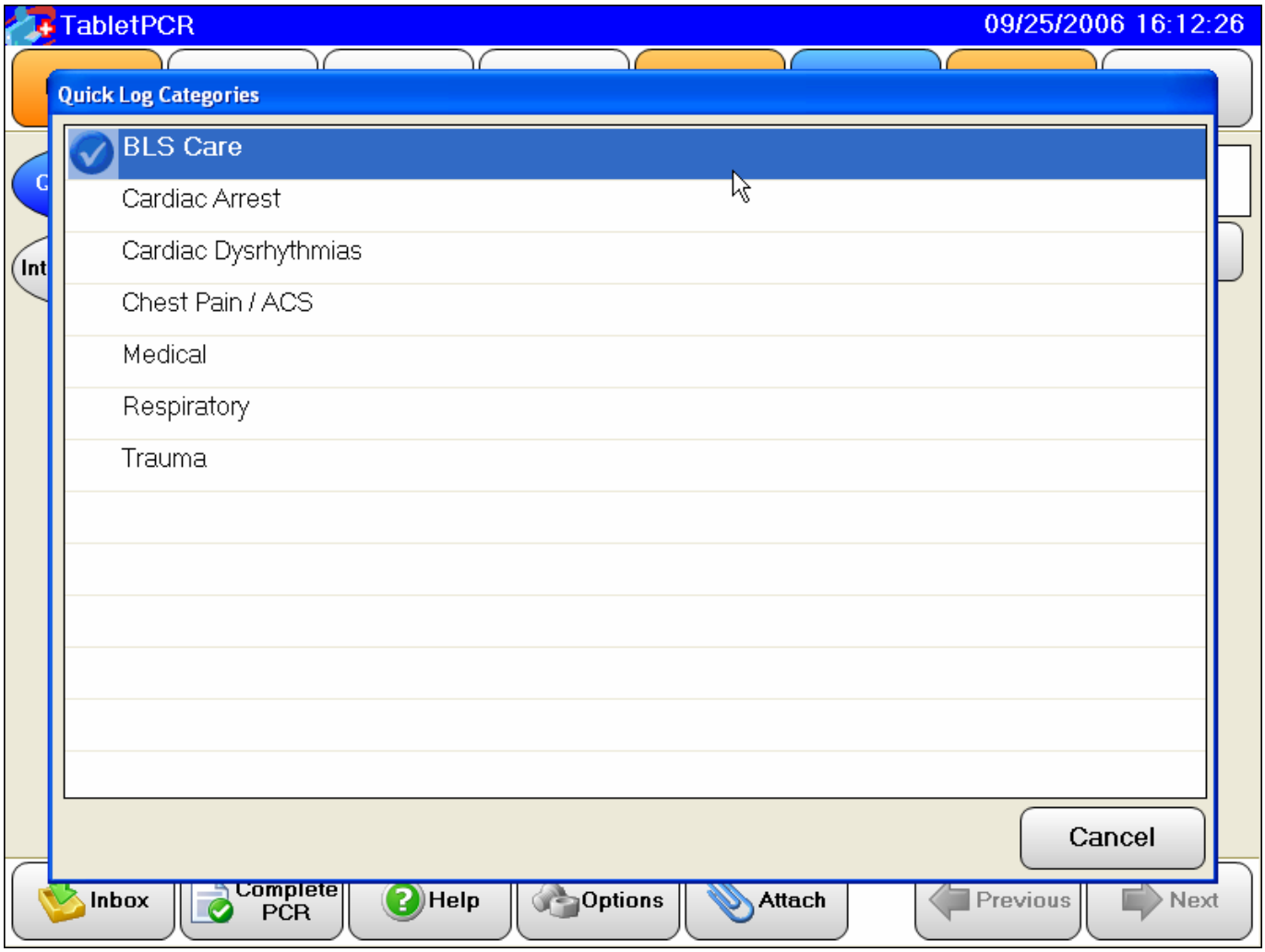


FIELD	COMMENTS:
In this screen, a second event was also chosen to link to this PCR	
View	Allows you to view the data event in detail
Link	This button highlights when an unlinked event has been highlighted
Unlink	This button is used to unlink a linked data event
Delete	This deletes the highlighted data event
Transmit 12-Lead	Not used
Upload	Upload more monitor data

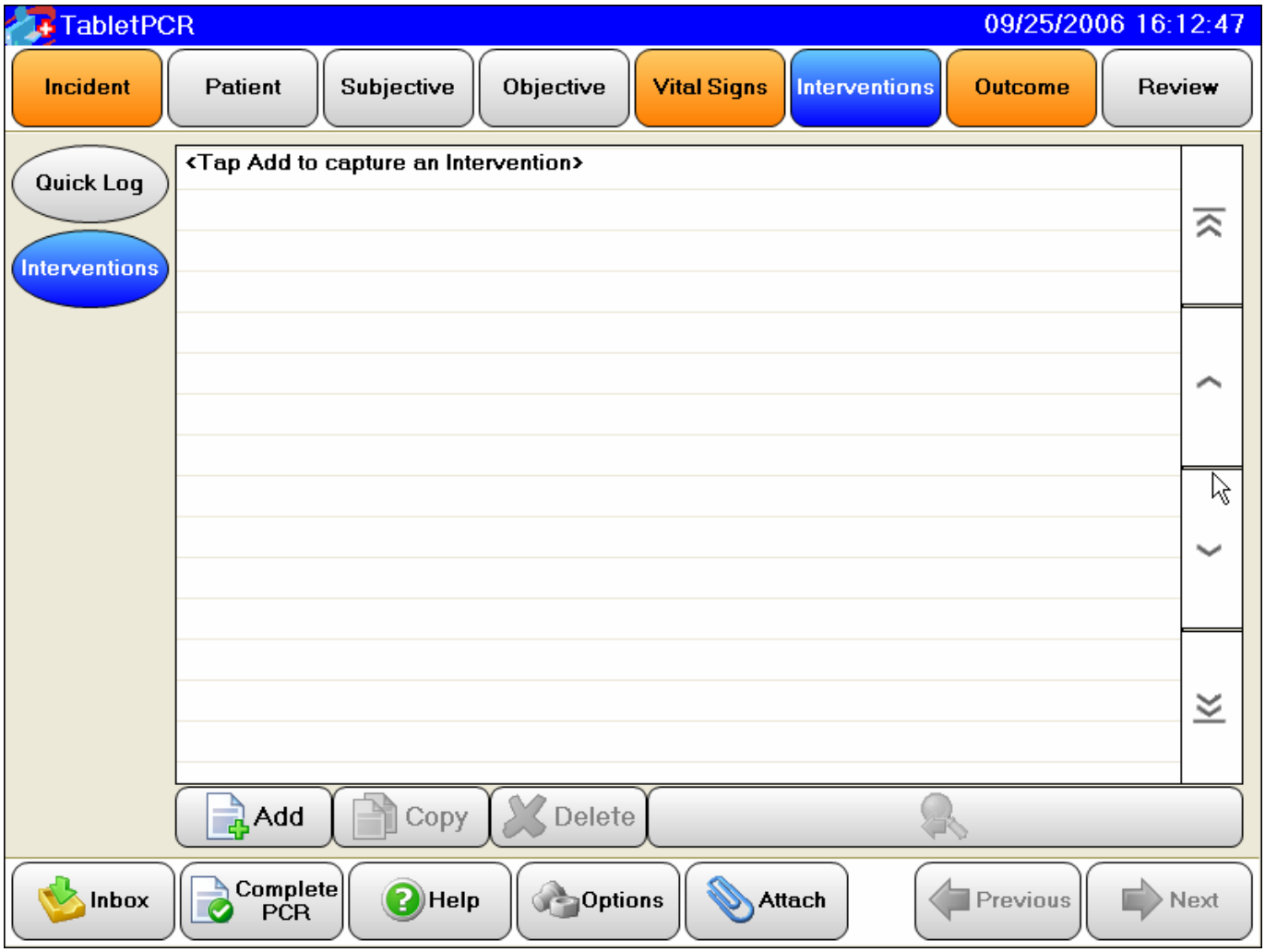
FIELD	COMMENTS:
Confirmation screens ensure that you wish to perform some tasks such as deleting a data event	



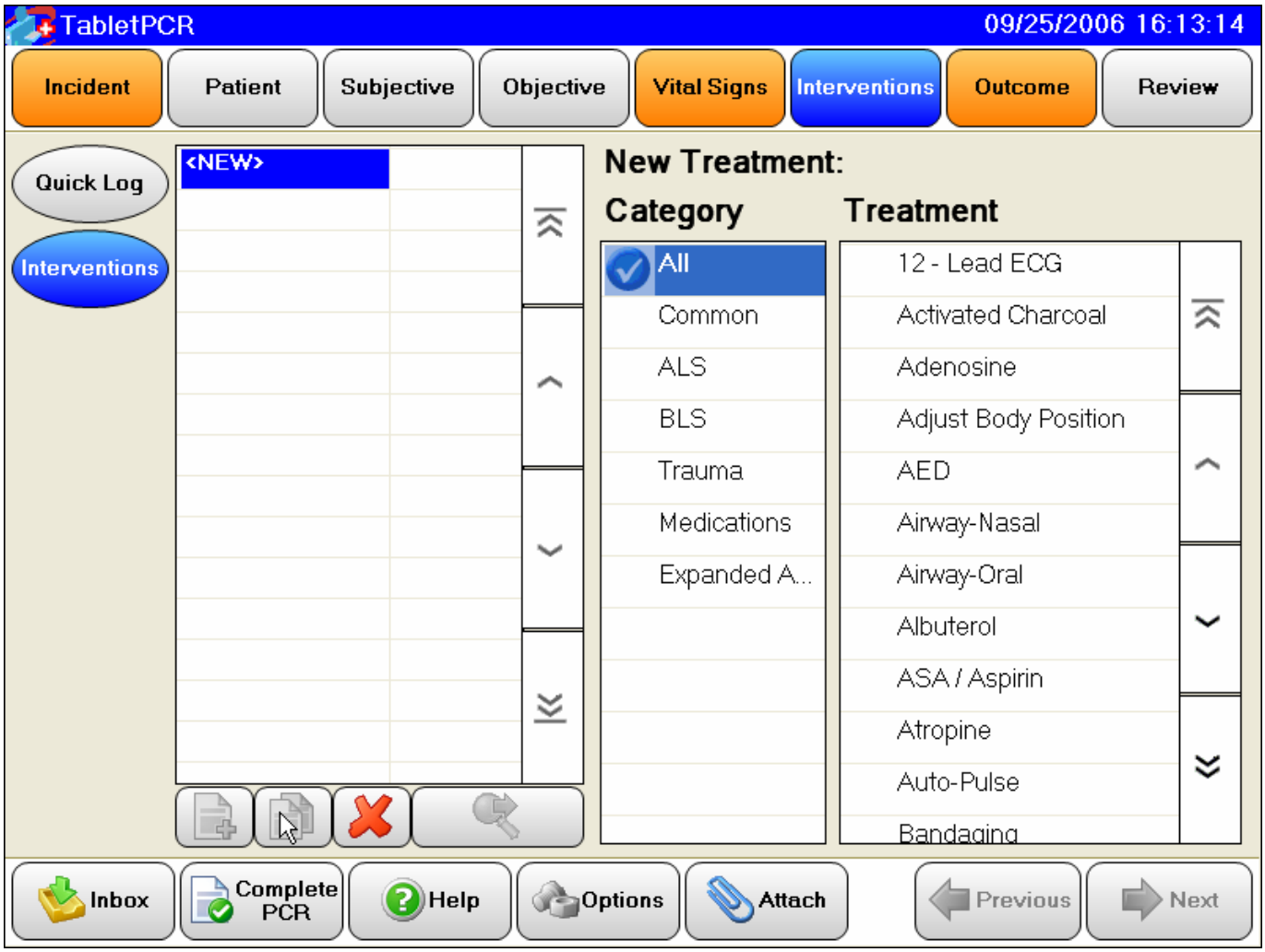
FIELD	COMMENTS:
This is the Quick Log screen – It defaults to BLS Care – The intent of a Quick Log is to quickly, and in order, recreate the call – once the interventions have been entered…they can be edited for completion and accuracy – if code markers or events downloaded from a monitor, many interventions will already be started	
Who	Defaults to Crewmember #1 – Click to change
Category	Ability to choose another Quick Log
Interventions List window	As interventions are picked, the list populates – click on an intervention in the window to edit
The buttons on each Quick Log change depending on the category – in some instances it simply enters an intervention – in others it starts answering some of the qualifiers that are required for most interventions	



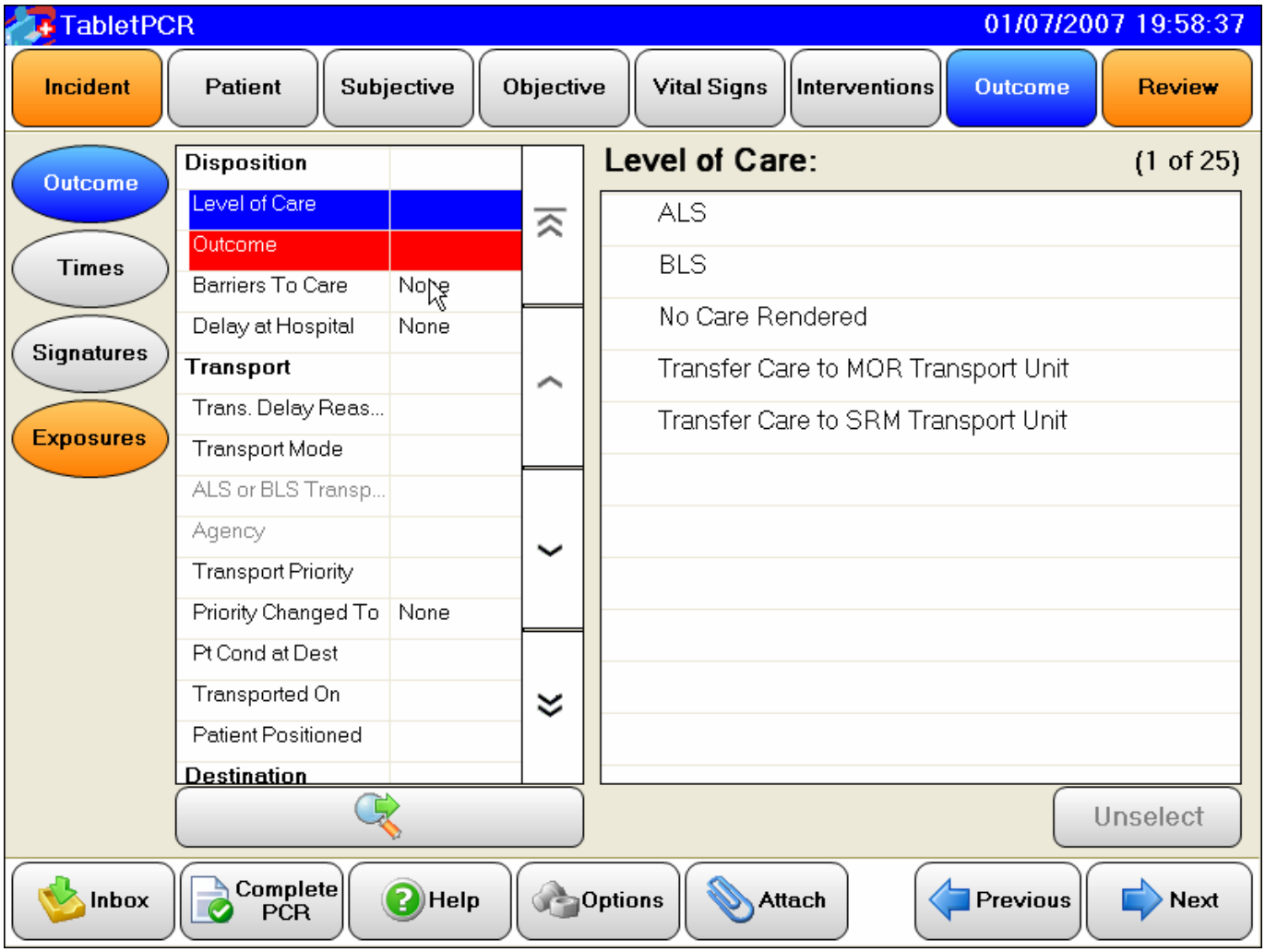
FIELD	COMMENTS:
After picking the “Category” button, these are some choices – this list may change as Quick Logs are added or deleted – highlight the Quick Log you want to use	
Cancel	Return to previous screen



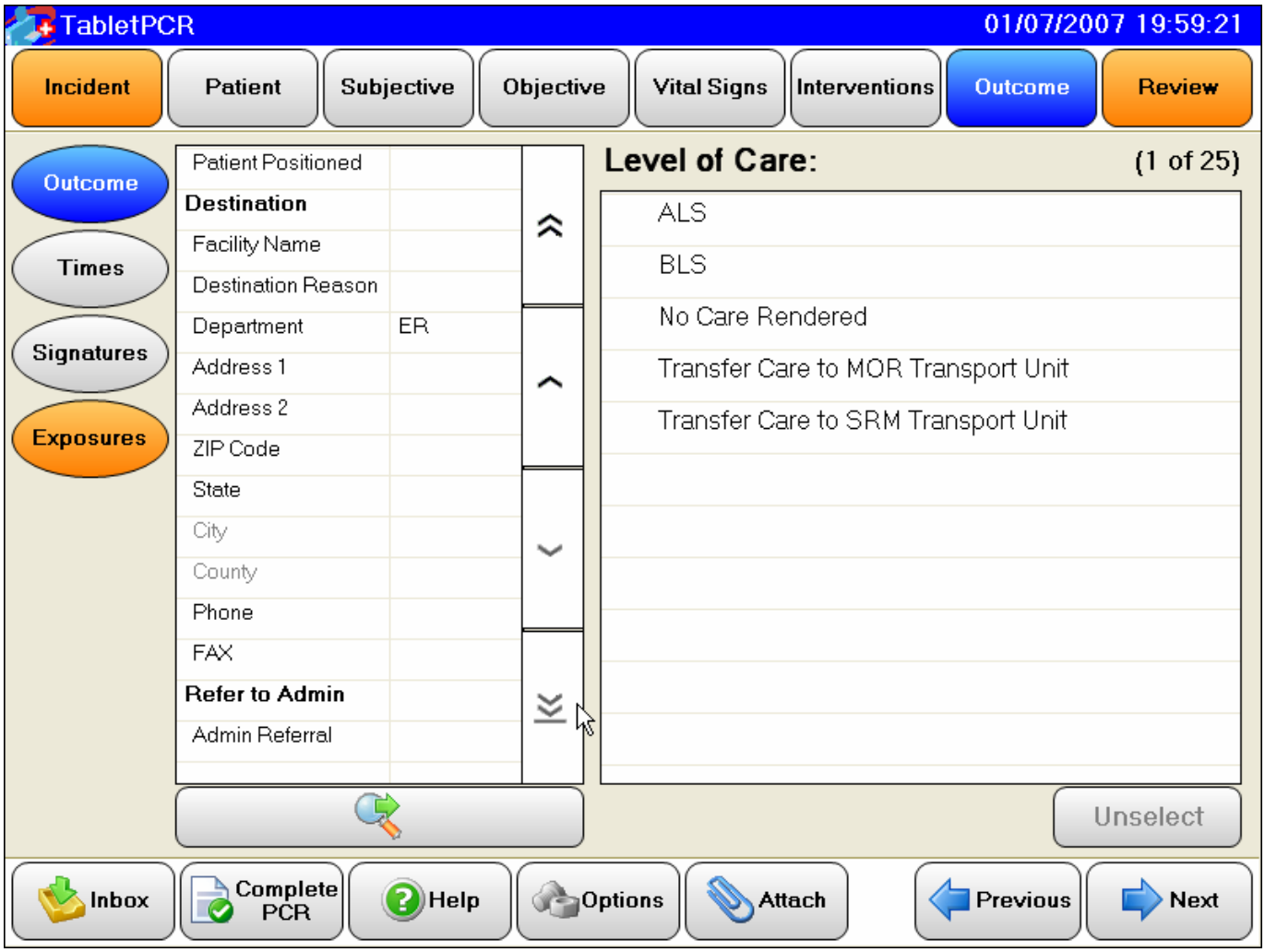
FIELD	COMMENTS:
By clicking the Oval Interventions button you can add interventions from a list as opposed to using a Quick Log – If monitor data included events or code markers, many interventions would already show here	
Add	Add a new intervention
Copy	Copies a highlighted Intervention that can be edited
Delete	Deletes a highlighted intervention



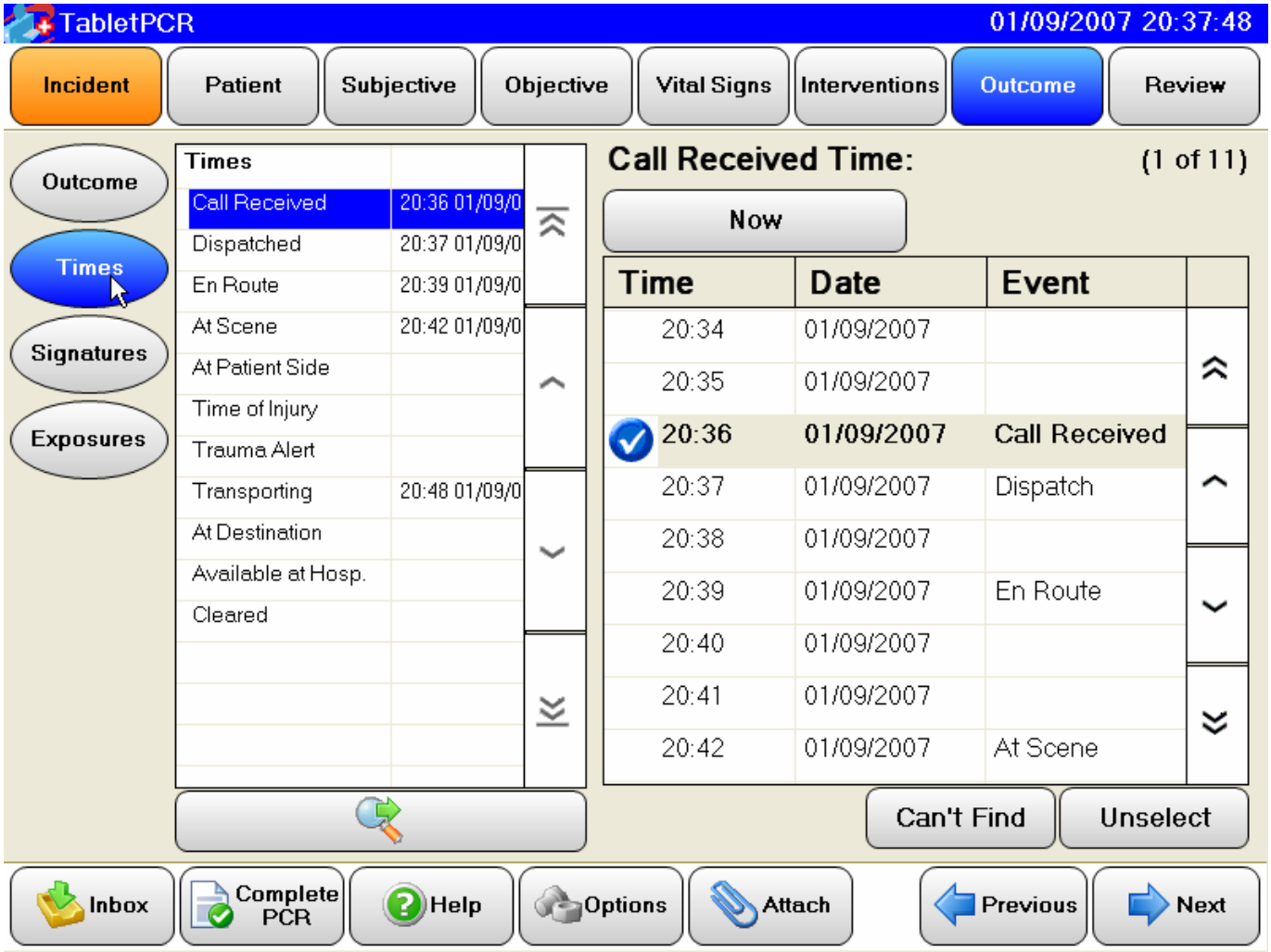
FIELD	COMMENTS:
After clicking “Add” you can search for the intervention performed	
Category	Filters down the list of interventions – i.e. Medications would only show medications in the list to the far right
Once you choose an intervention, you will be presented with a list of “qualifiers” – most qualifiers are required information about each intervention	



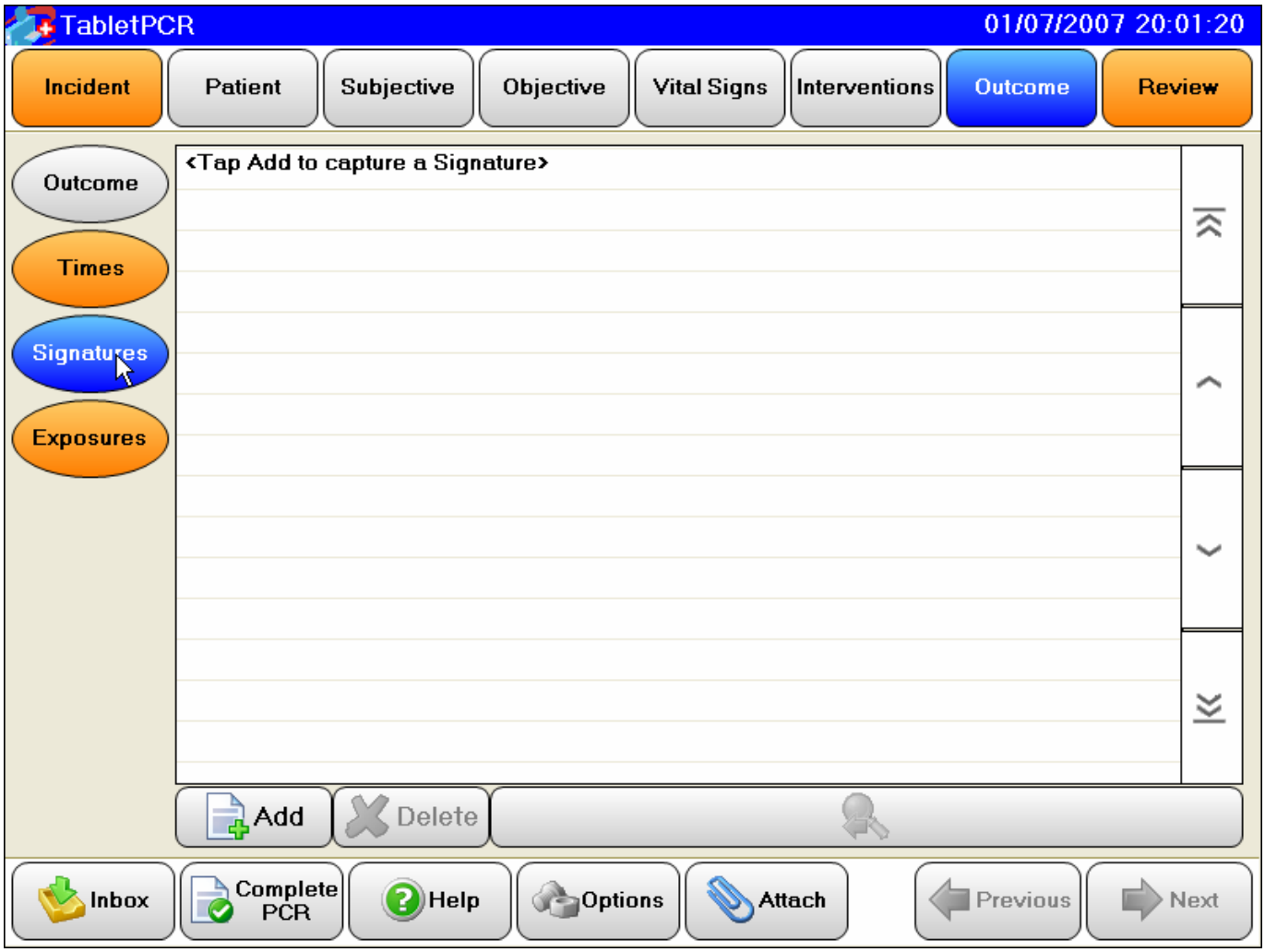
FIELD	COMMENTS:
Every incident needs to have this page filled out – no matter what happened	
Level of Care	Level of Care delivered – ALS is anything not BLS
Outcome	What was the outcome of the incident
Barriers to Care	Defaults to None – can choose multiple barriers
Delay at Hospital	Defaults to None – only for transport agencies
Trans Delay Reason	Defaults to None – can choose multiple delays
Transport Mode	Air or Ground Ambulance
ALS or BLS Transport	ALS or BLS Level of care for the transport mode
Agency	Transport Agency – list filtered based on Transport Mode
Transport Priority	Code to Hospital – choose Code 3 if transported by air
Priority Changed to	Defaults to none – only if transport code changed enroute
Pt Condition at Dest	What happened to the Patient's condition upon arrival (if known)
Trans. on and position	How patient was transported if known



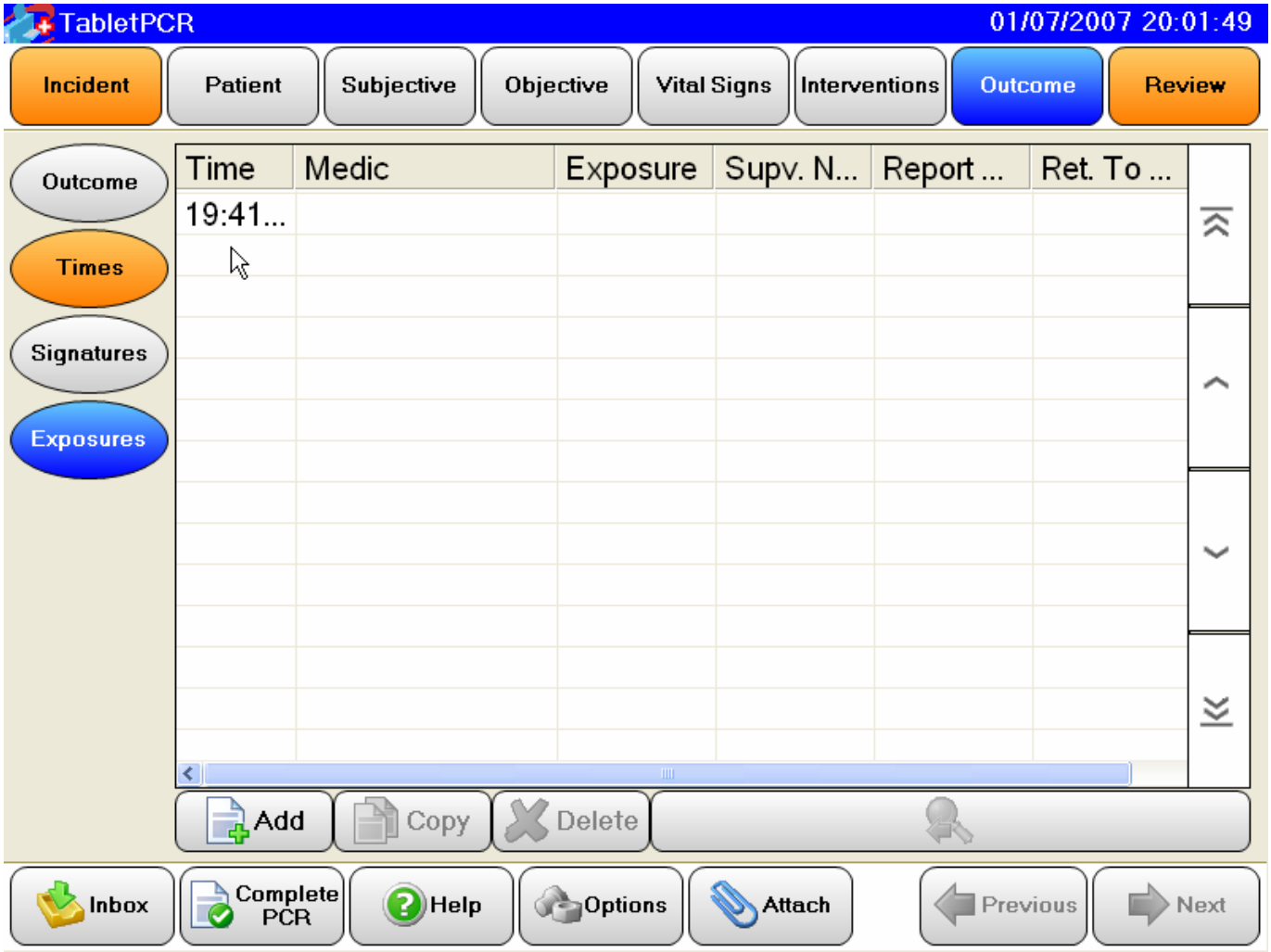
FIELD	COMMENTS:
Facility Name	If not populated from CAD, choose from list – once completed PCR is synced to the server the PCR is automatically faxed
Destination Reason	Why the patient went to the particular hospital
Department	Defaults to ER – Change if needed – will fax PCR to selected Department of the Hospital – Ignore the (000)-000-0000 for the fax number – the server has the correct number
Facility information	Automatically filled in by CAD or by what hospital chosen from list
Refer to Admin	Choose if you want the PCR flagged for follow up



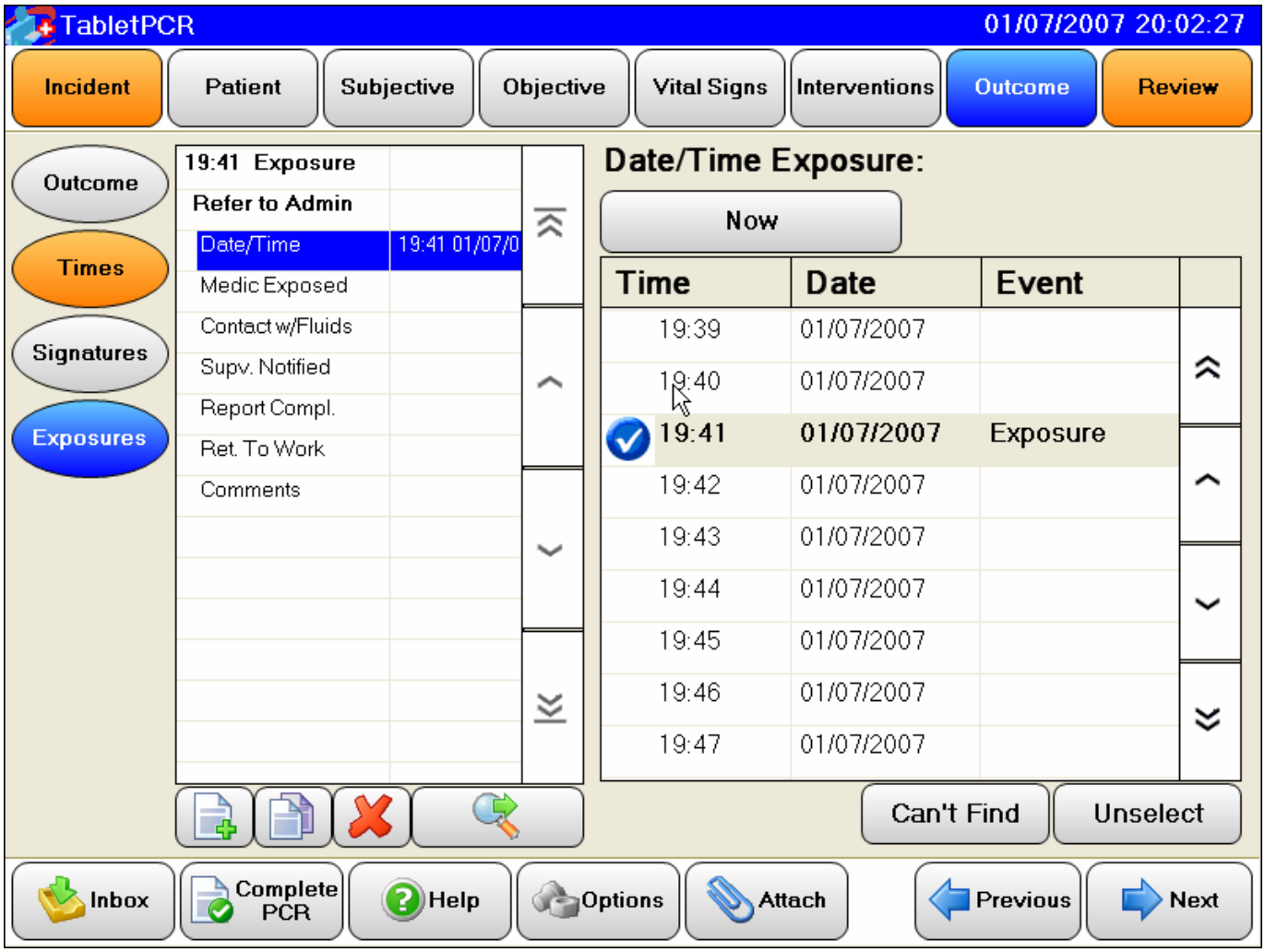
FIELD	COMMENTS:
Times are populated by CAD – note the addition of Time of injury and Trauma Alert – Add in if known	



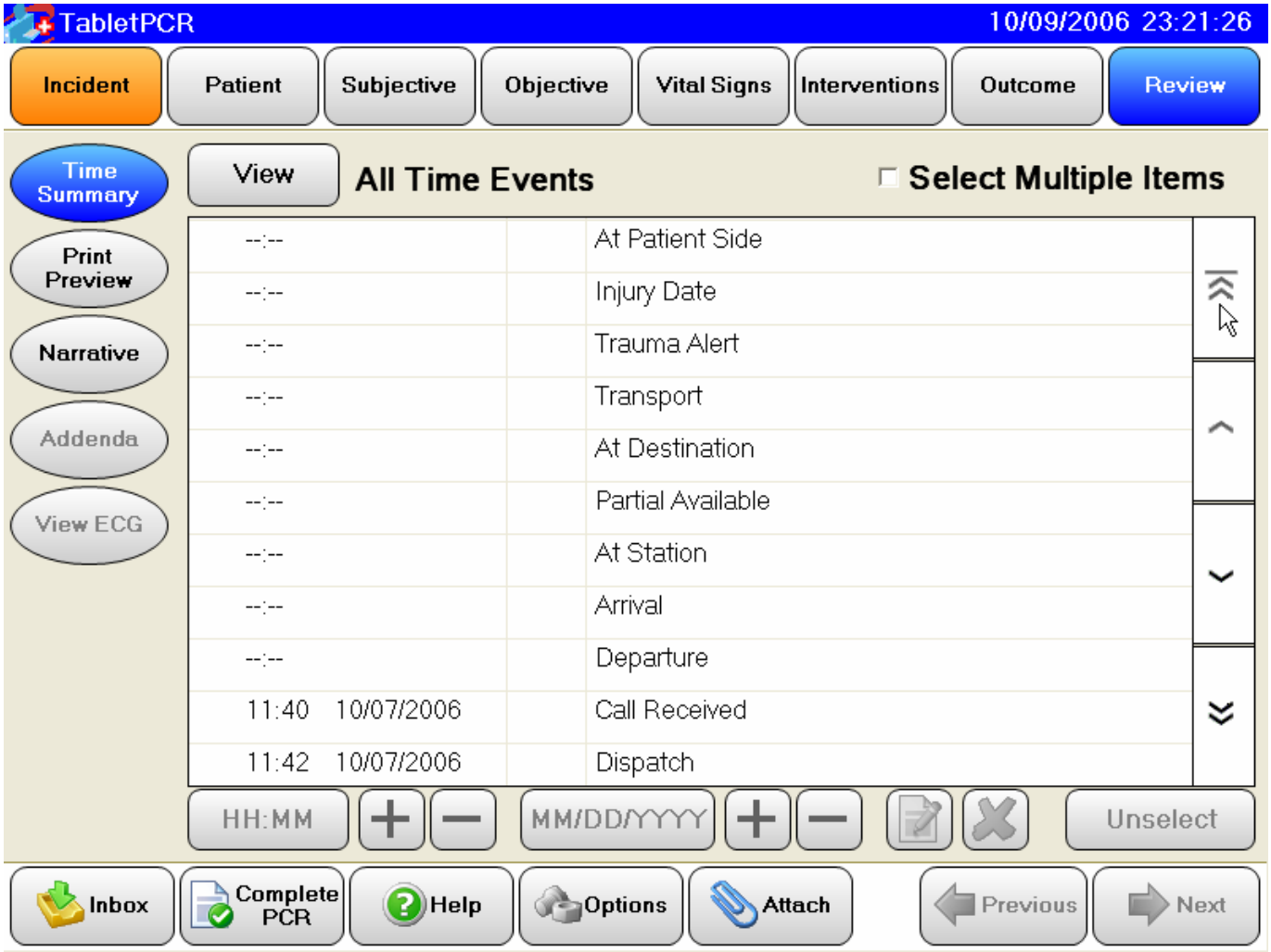
FIELD	COMMENTS:
This area is only used by Transport Agencies who use a field deployed laptop	



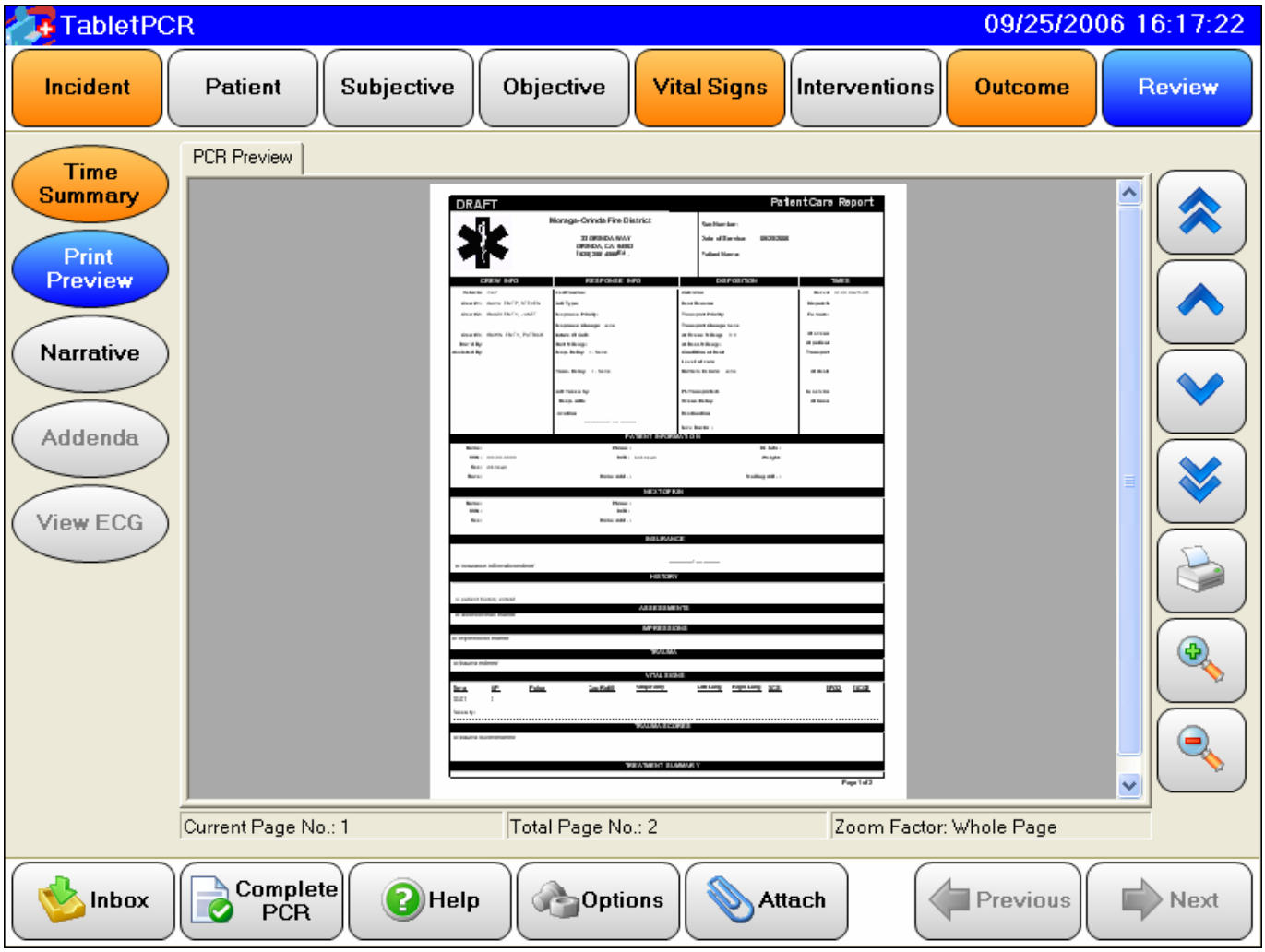
FIELD	COMMENTS:
Add	Add an Exposure Report – this area does NOT replace District reporting policies. All it does is attach an exposure or exposures to an actual patient and PCR. Follow normal District notification and documentation procedures.
Allows multiple exposures to multiple crew members – each new exposure will add to the list on this page sorted by time – once an exposure has been entered the following buttons are accessible when an assessment is highlighted	
Copy	Copies an exposure and then you can edit any items that changed – for instance, the only thing that changes from one exposure to the next is the person exposed – Copy the previous exposure, edit the person
Delete	Delete the highlighted exposure



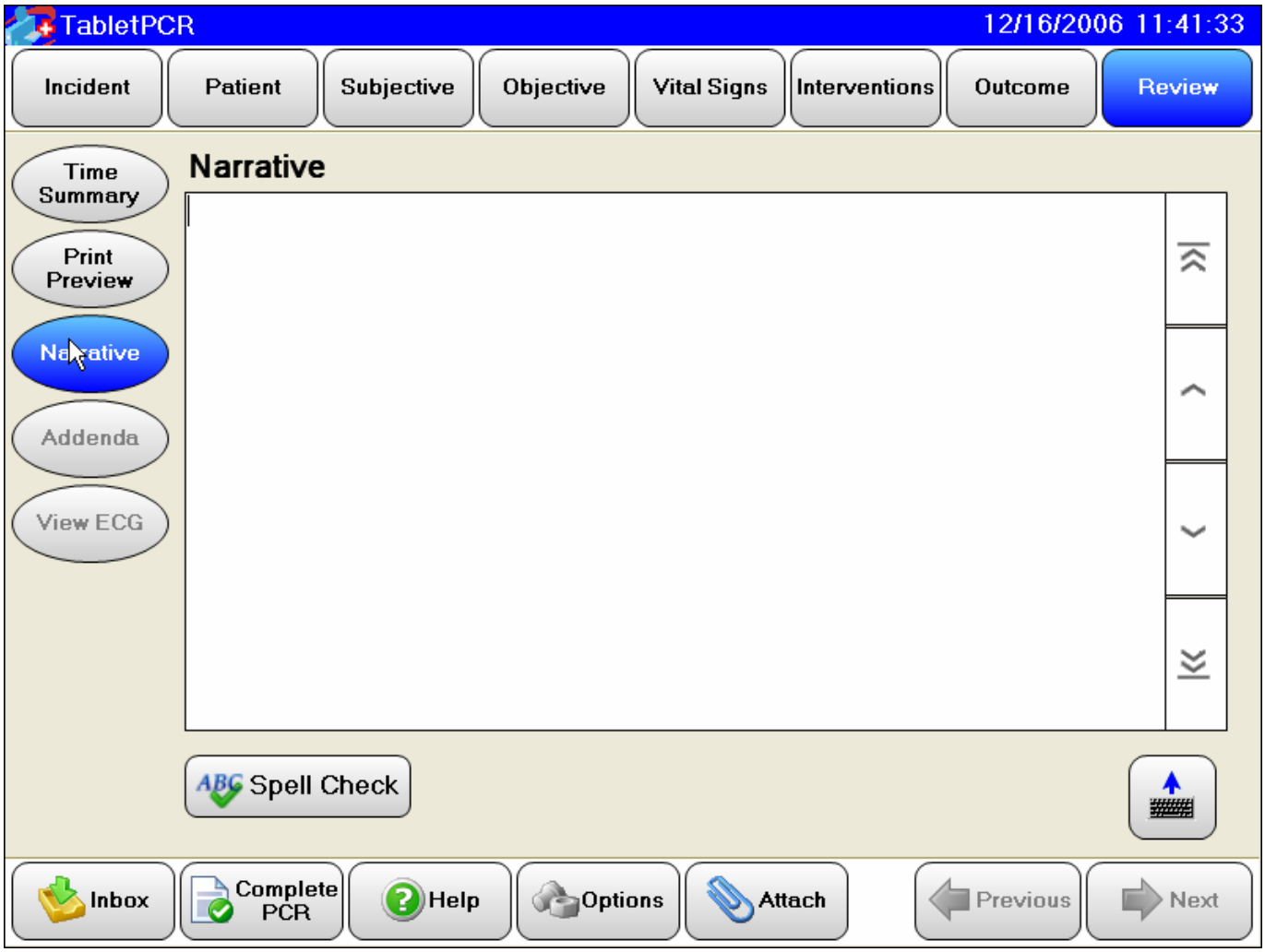
FIELD	COMMENTS:
As a reminder…this does not replace the District's Communicable Disease Exposure reporting system as denoted in policy. This is for linking specific exposures to specific patient contacts.	
Date/Time	Date and Time of exposure
Medic Exposed	Enter the name of the person exposed
Contact w/ fluids	Highlight the specific contact(s)
Supervisor notified	To confirm if the supervisor was notified
Report Completed	To confirm if the required reports (forms) had been completed
Return to Work	To note if the exposed employee had returned to work or not
Comments	Any other comments that you want added to the PCR regarding the exposure (i.e.: What PPE was worn, how it performed, etc)



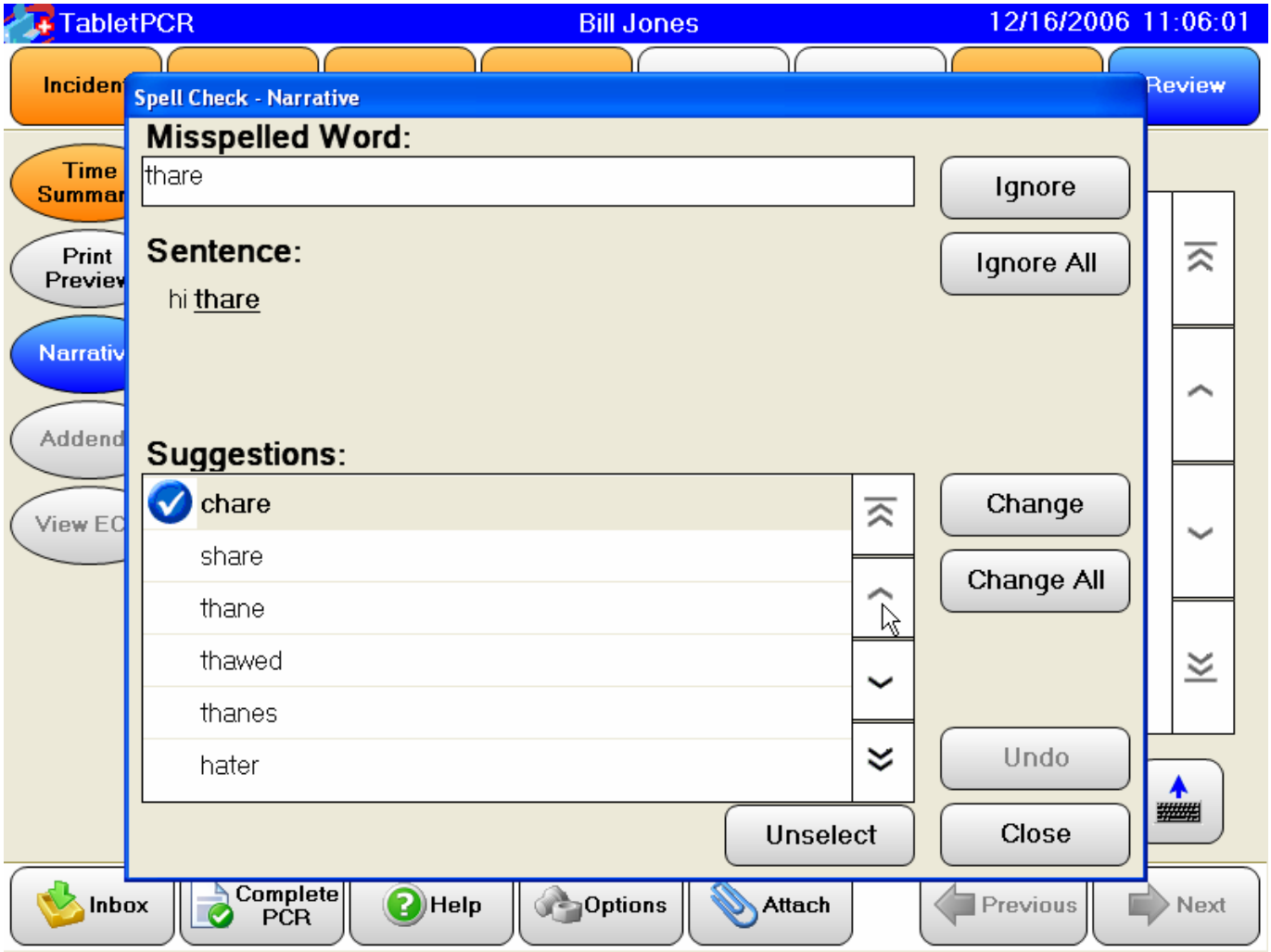
FIELD	COMMENTS:
Best Screen to adjust times in – Scroll to the bottom of the list	
View	Allows you to pick categories of times – i.e. All Interventions
Select Multiple Items	Check the box and then highlight a time and while holding the SHIFT or CTRL key down as you choose other times – any change is applied to all selected times
HH:MM	Click here to type in a time
+ -	Adds or subtracts a minute each time clicked
MM/DD/YYYY	Click here to correct the date by typing in the correction
+ -	Adds or subtracts a day each time clicked



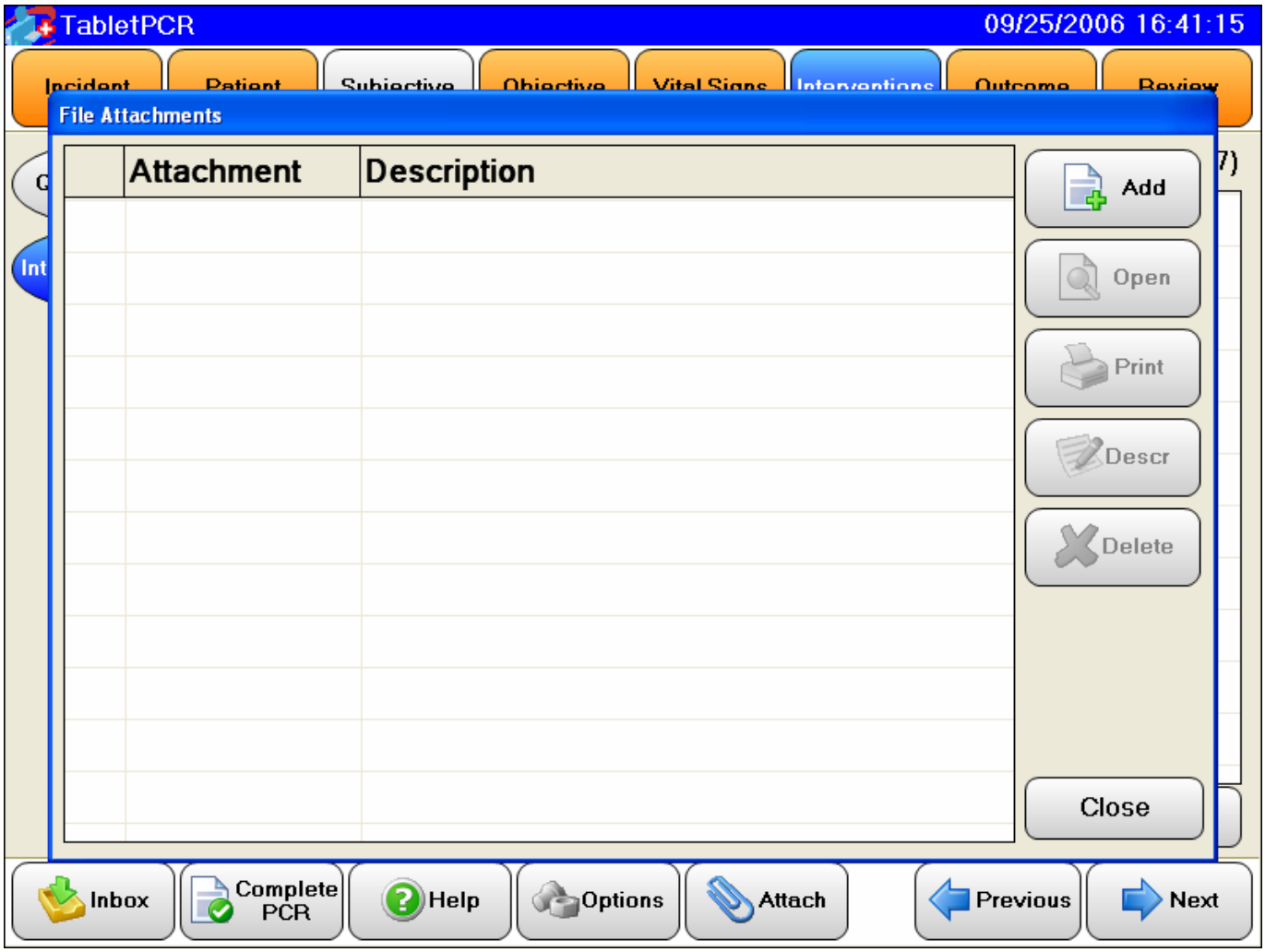
FIELD	COMMENTS:
View what the printed PCR would look like – this is not very helpful since it is slow and you have to scroll around once you zoomed in enough to see the print – suggestion – go to inbox and after highlighting the PCR – then print it	



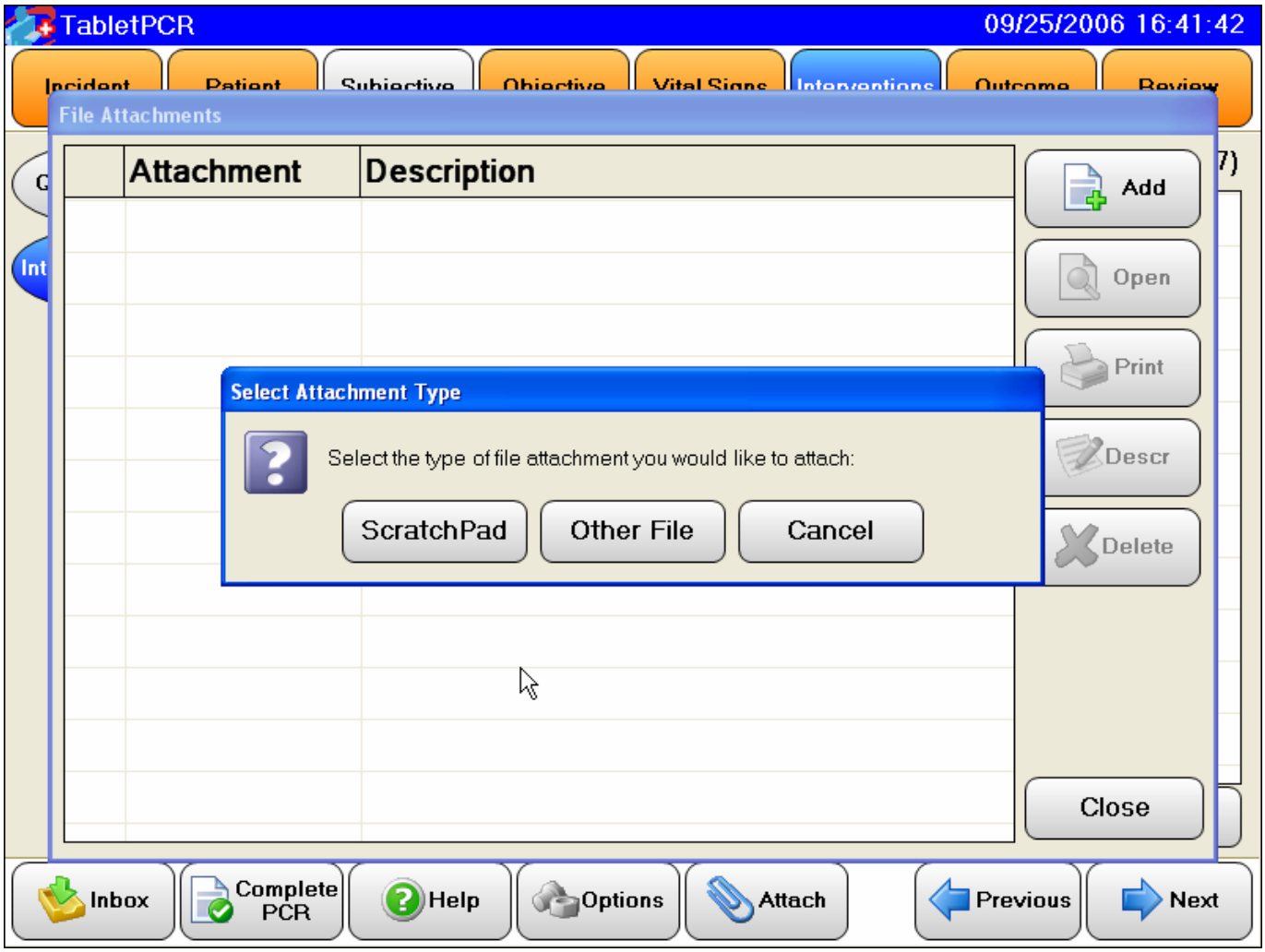
FIELD	COMMENTS:
After clicking the oval Narrative button, this is the narrative section – spell check available	



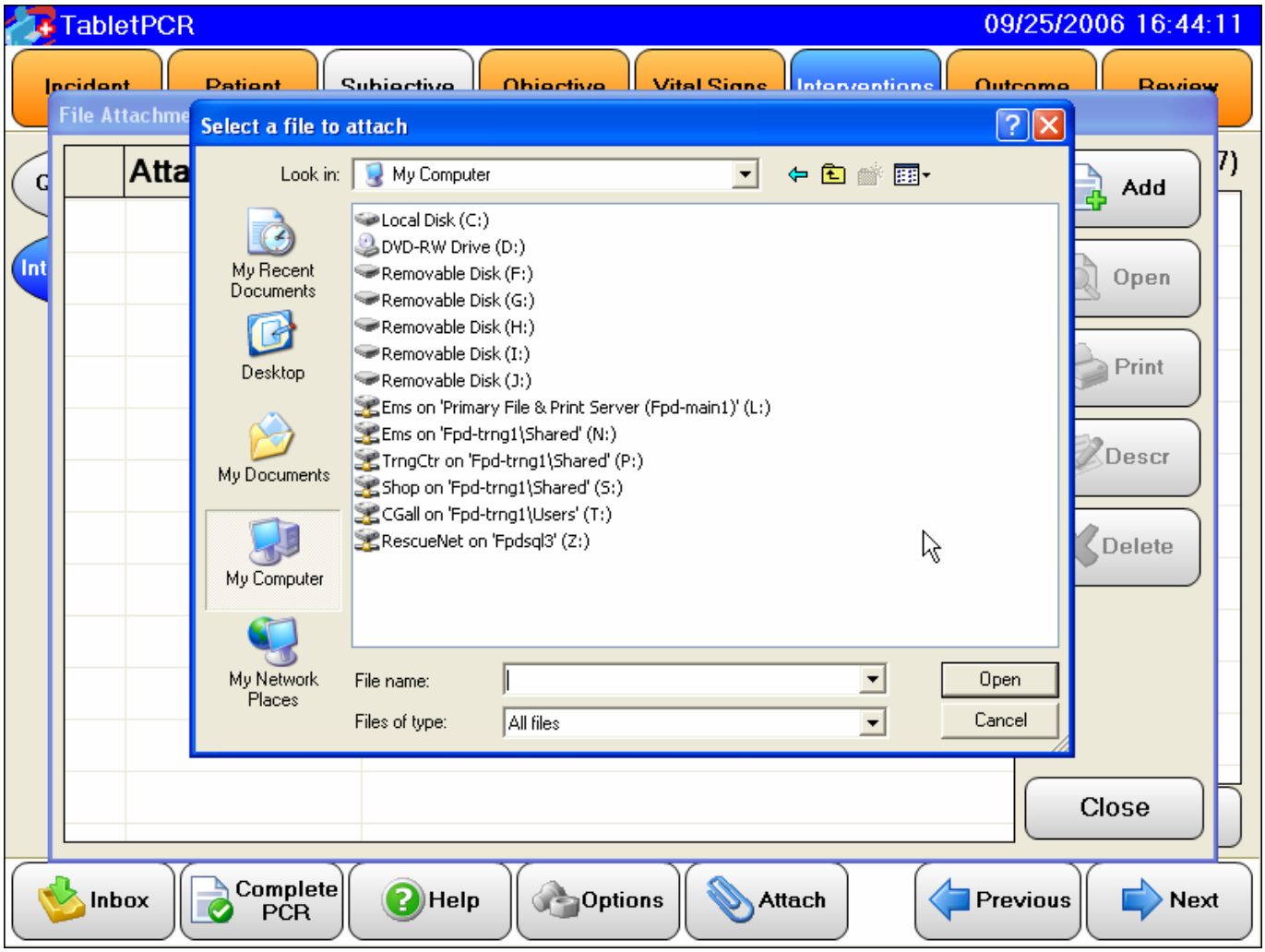
FIELD	COMMENTS:
After clicking the spell check button, this screen appears if a word is not recognized – there is no grammar check – words that should be added need to be sent in an email to “TabletPCR” email group	



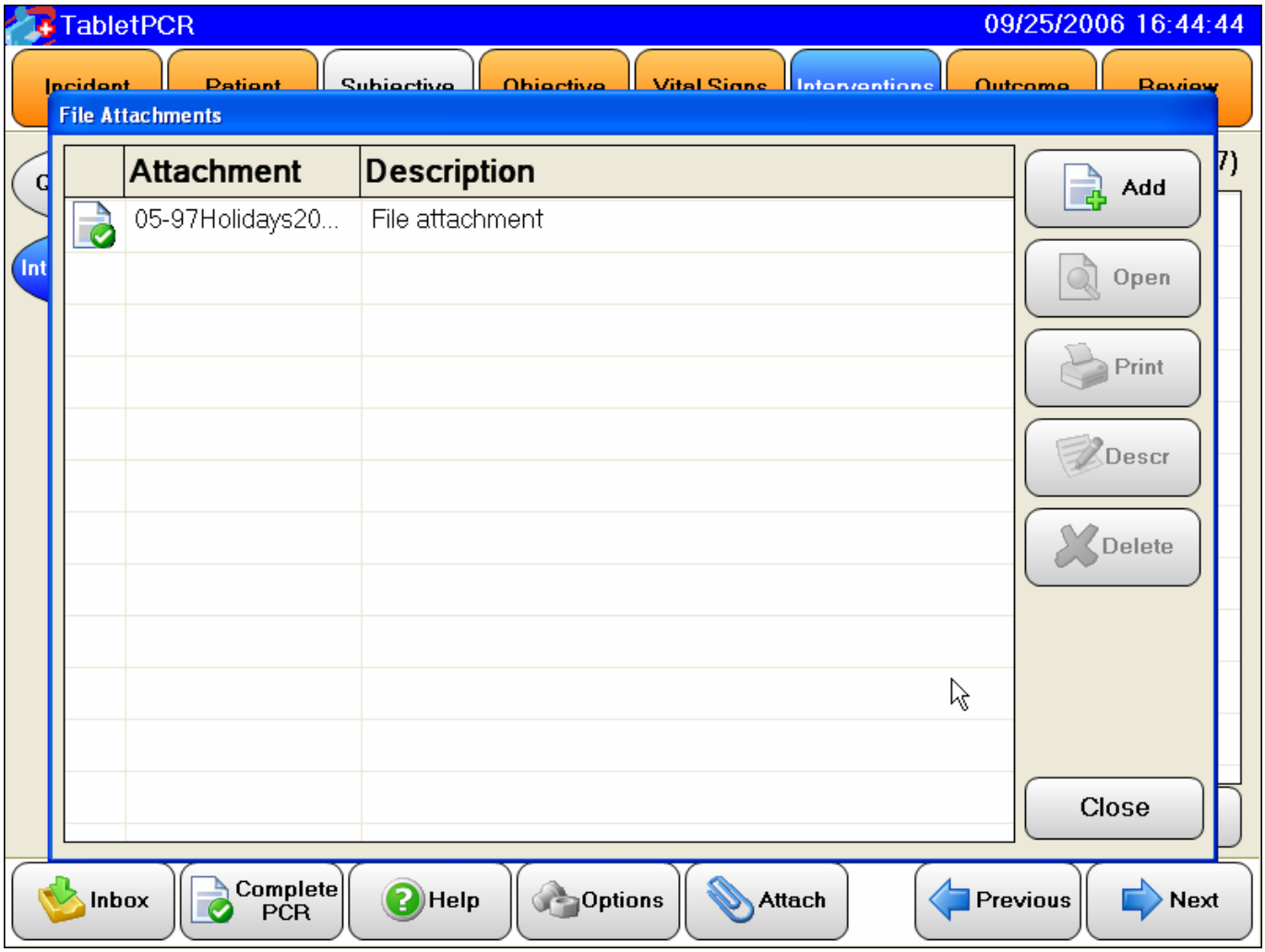
FIELD	COMMENTS:
After clicking “Attach” this is the screen you are presented with this screen	



FIELD	COMMENTS:
Window prompting what type of file you want to attach to the PCR	

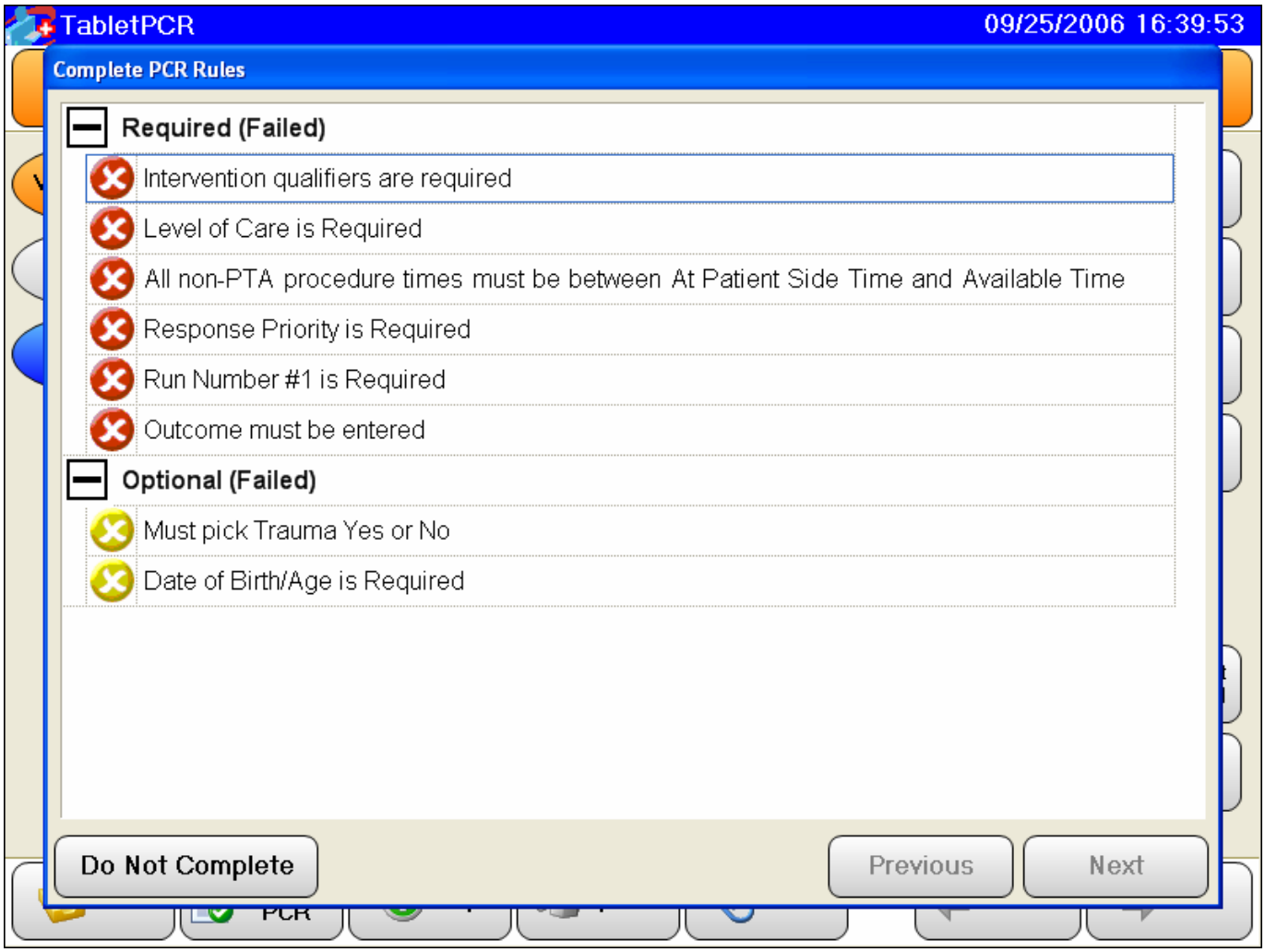


FIELD	COMMENTS:
After clicking “Other File” shows a typical windows file search screen	



FIELD	COMMENTS:
Demonstrates attached file	

FIELD	COMMENTS:
Scratch Pad is just like the Body Annotate drawing tool (p 40)	



FIELD	COMMENTS:
Screen showing closed call rule failures after clicking on “Complete PCR” – Red X’s are required fields – Yellow Xs are requested fields, but not required – click twice on the item to go directly to the missing information field – the following are some examples	
Intervention qualifiers are required	In one of the interventions, a required field is missing – you must open each intervention to locate the missing qualifier
Level of Care is Required	Missing field in Outcome
All non-PTA procedure times must be between At Patient Side Time and Available Time	This is saying one (or more) of your interventions is charted as having occurred outside of your arrival on scene and your leaving the scene - you must make sure all interventions fall between those two times (PTA = Prior to Arrival)
Response Priority Req	Missing field in Incident/Dispatch location
Run Number #1 is Req	Missing incident number in Incident/Dispatch location
Outcome must be entered	Missing outcome in Outcome area

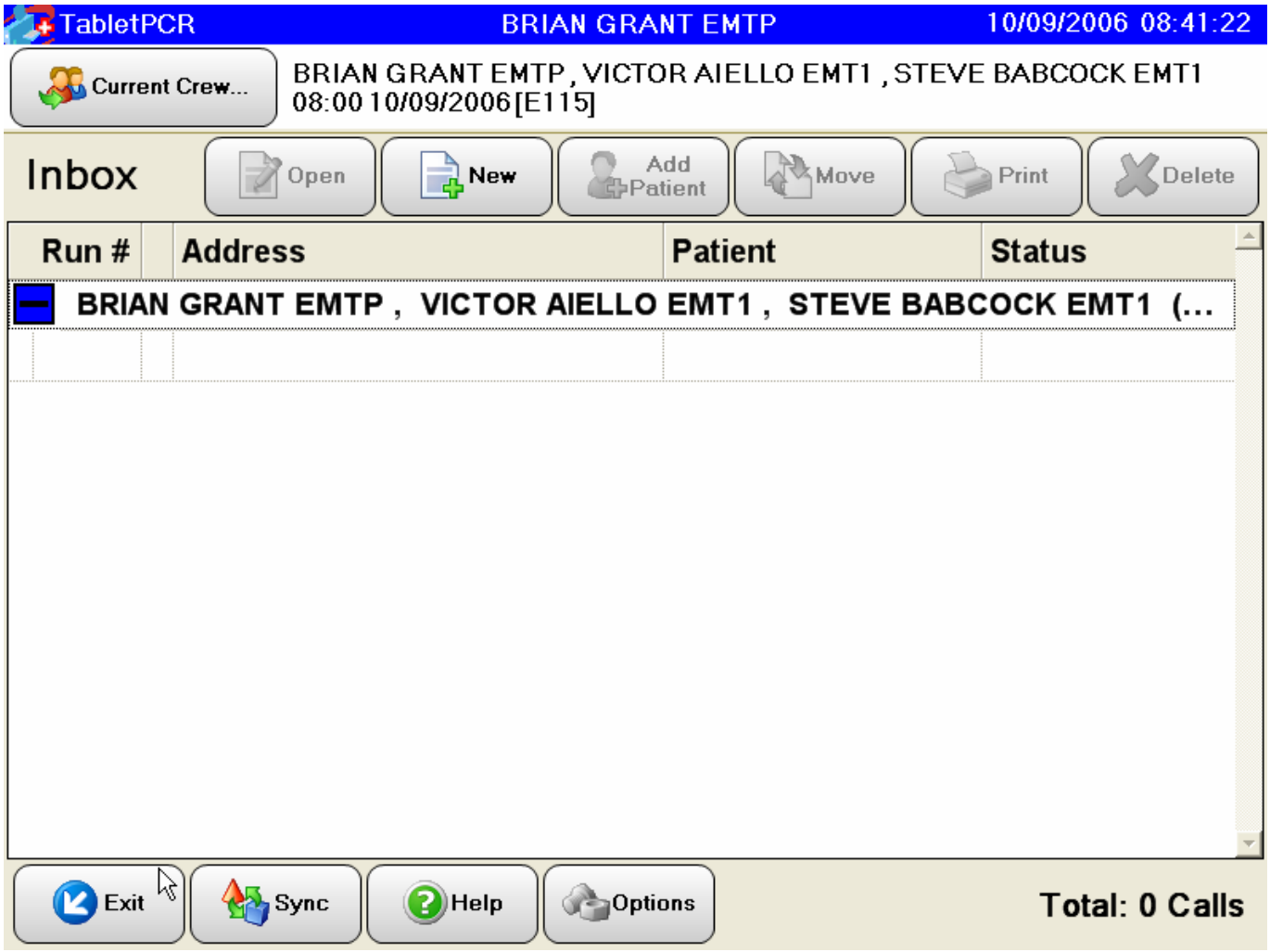
How to change crew members

From the Inbox:

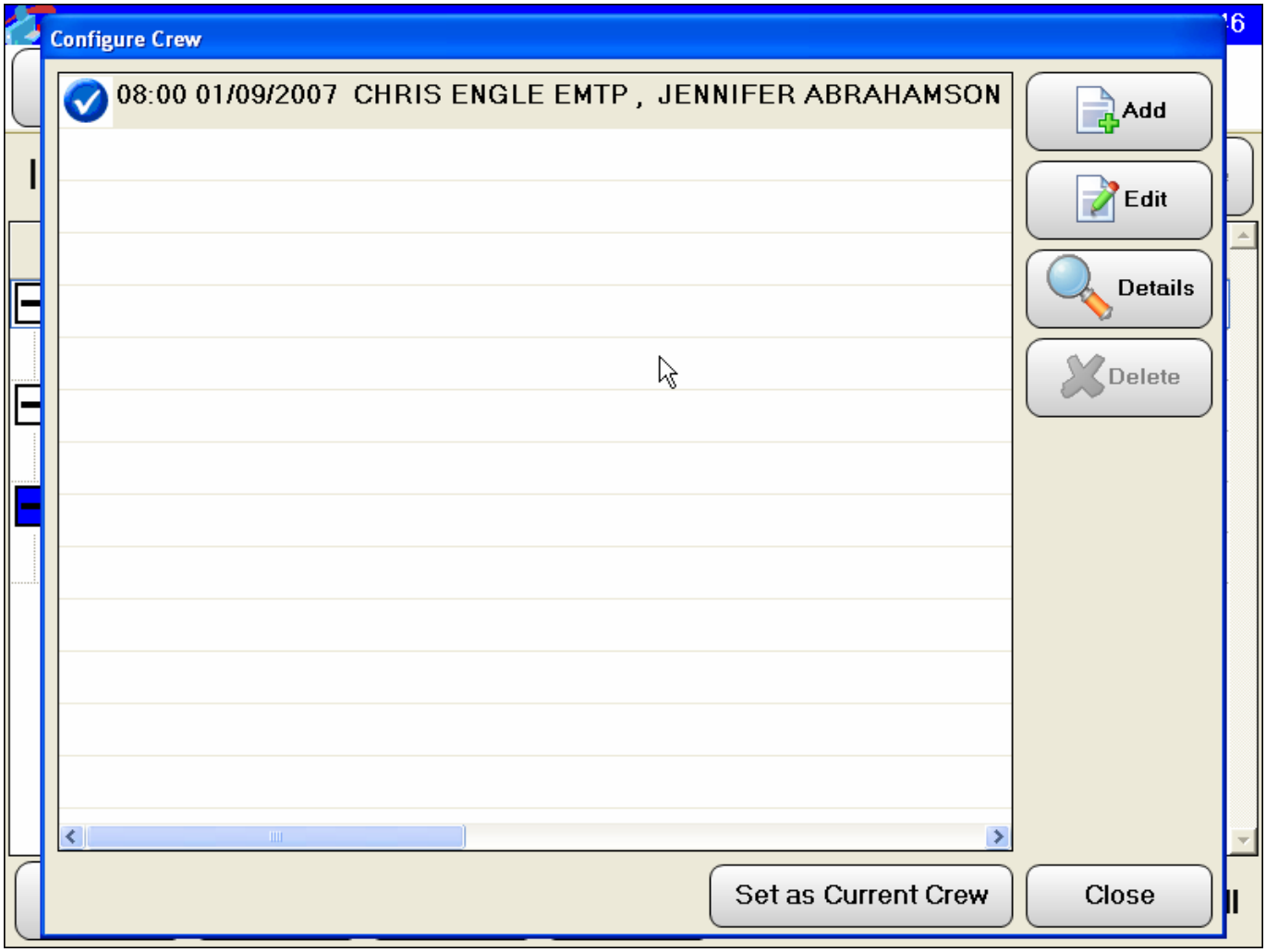
- Click on Current Crew (top left of screen)
- Make sure the crew you want to edit is highlighted (if multiple crews are displayed)
- Click Edit – You get a warning message
    - This simply reminds you that you cannot log yourself out of the crew
    - Click ok and you are now at the shift screen
- Highlight the crew member you want to switch out
- Find and select a replacement crew member from the list
- Cancel the signature window
- Click “OK”
    - Window opens up asking if you want to “Move PCR’s”
    - If you click “Move PCR’s” all current Open PCR’s will be moved to the new crew and the new crew members will be on each new PCR. The former crew will not be listed in the “Inbox”
    - If you click “Don’t Move PCR’s” all of the current Open PCR’s will migrate to the new crew, but the former crew remains
        - The issue is do you wish to retain the original crew configuration or not
            - If the crew change is temporary; chose “Don’t Move PCR’s”
            - If the crew change will apply for the remainder of the shift; choose “Move PCR’s”
- The new crew is now highlighted as the current crew
- Click “Close”
- You are then returned to the inbox (possibly with another crew listed)
    - The current crew has a blue box before the name
    - To complete any of the calls, simply highlight that call and complete it
        - That PCR will have the respective crew members entered into it
        - All new imports from CAD will automatically be under the Current Crew
    - To make the other crew the “current crew”:
        - Click “Current Crew” (upper left)
        - Highlight the crew you want to be the Current Crew
        - Click “Set as Current Crew”
            - Notice the blue box prior to the crew listing has migrated to the selected crew
- If you switched someone out for a very short period of time and happened to run a call with them, it is perfectly acceptable to simply open the call under the original current crew and if this person performed any skills, simply choose “Can’t Find” when you assign them an intervention/Vital Sign etc.
- If you want to move single PCR’s between crews, simply highlight the PCR and then click “Move” from the menu bar at the top of the screen

The following screens show the step by step procedure listed above (pp 78-)

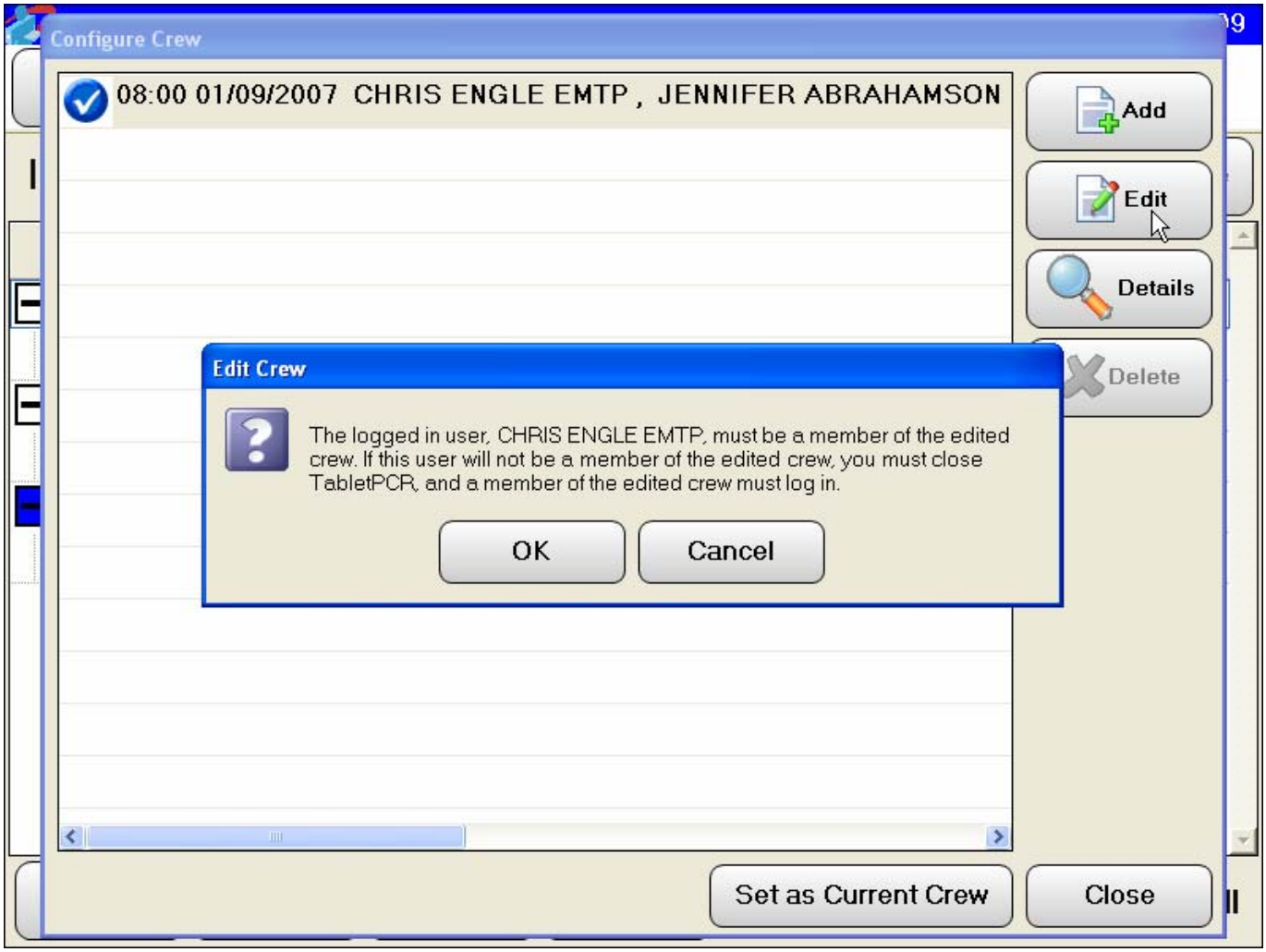
NOTE: The crewmember who logged into TabletPCR cannot be replaced. If the logged on crew member needs to be switched out, exit TabletPCR and log in as another one of the crew members and then perform the switch.



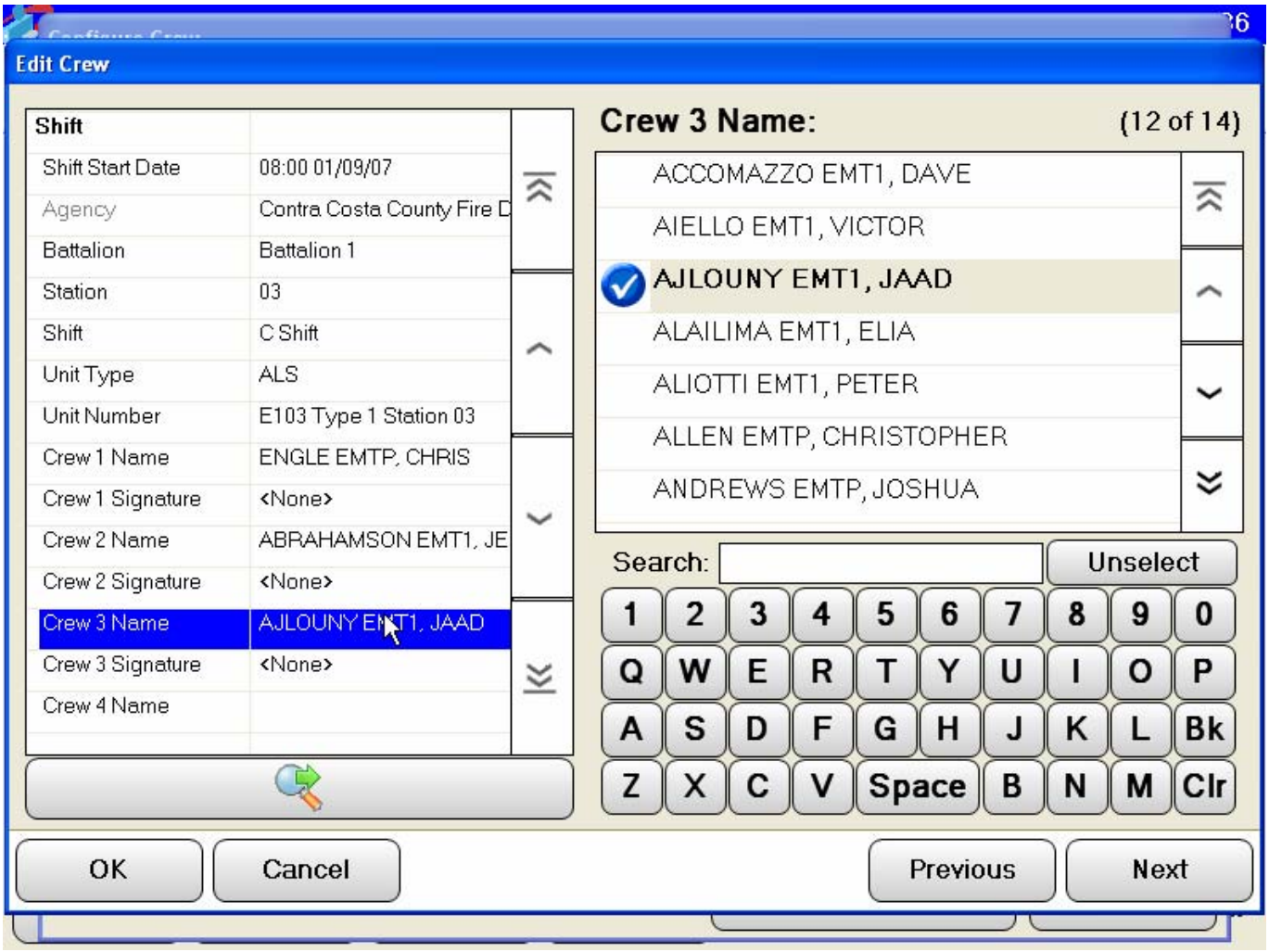
FIELD	COMMENTS:
From the Inbox – click on Current Crew (upper left corner of screen)	



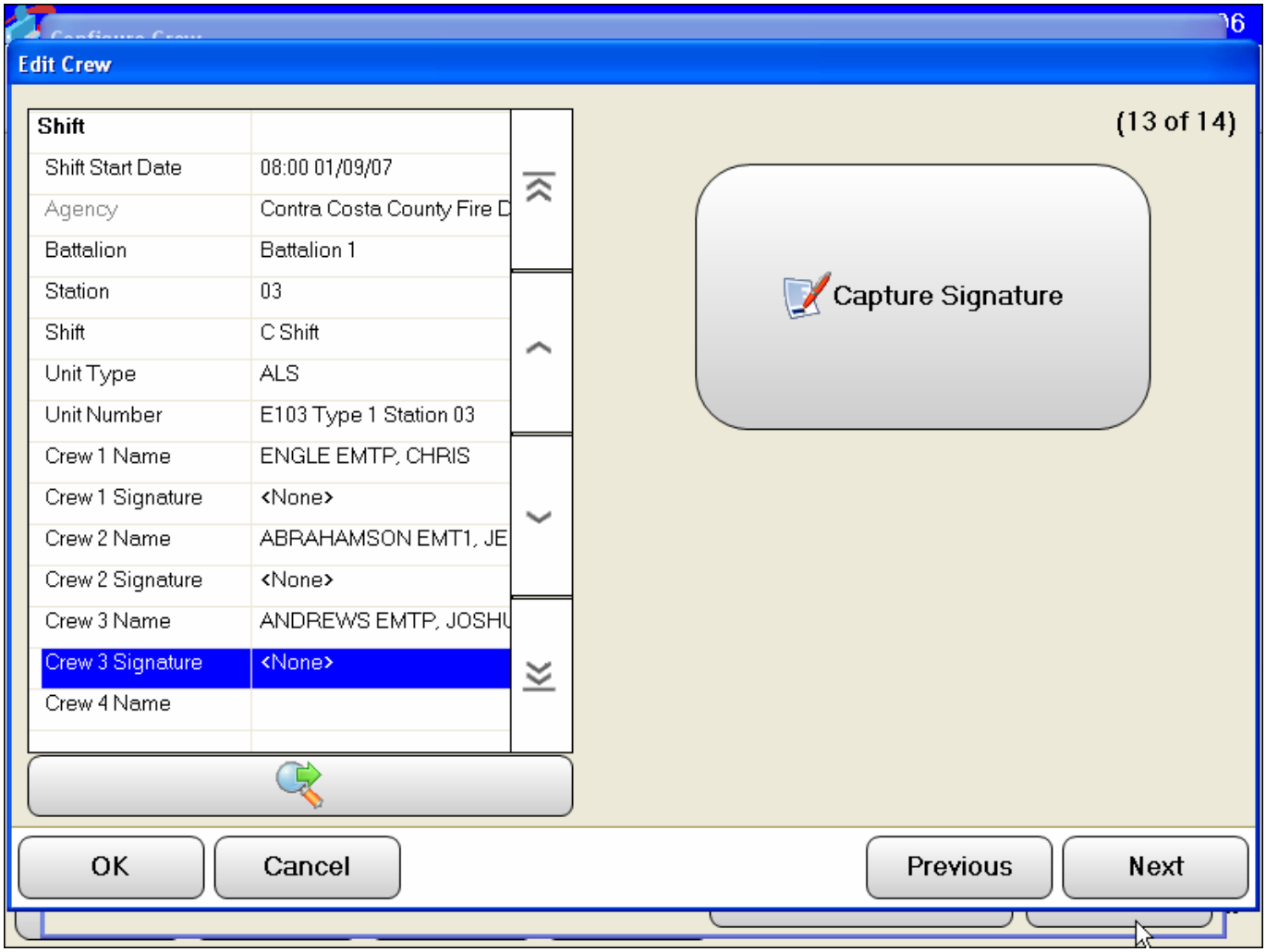
FIELD	COMMENTS:
Highlight the crew you want to edit and then click “Edit”	
In this example only one crew is available to edit	


Configure Crew
08:00 01/09/2007 CHRIS ENGLE EMTP , JENNIFER ABRAHAMSON
Add
Edit
Details
Delete
Edit Crew
The logged in user, CHRIS ENGLE EMTP, must be a member of the edited crew. If this user will not be a member of the edited crew, you must close TabletPCR, and a member of the edited crew must log in.
OK
Cancel
Set as Current Crew
Close

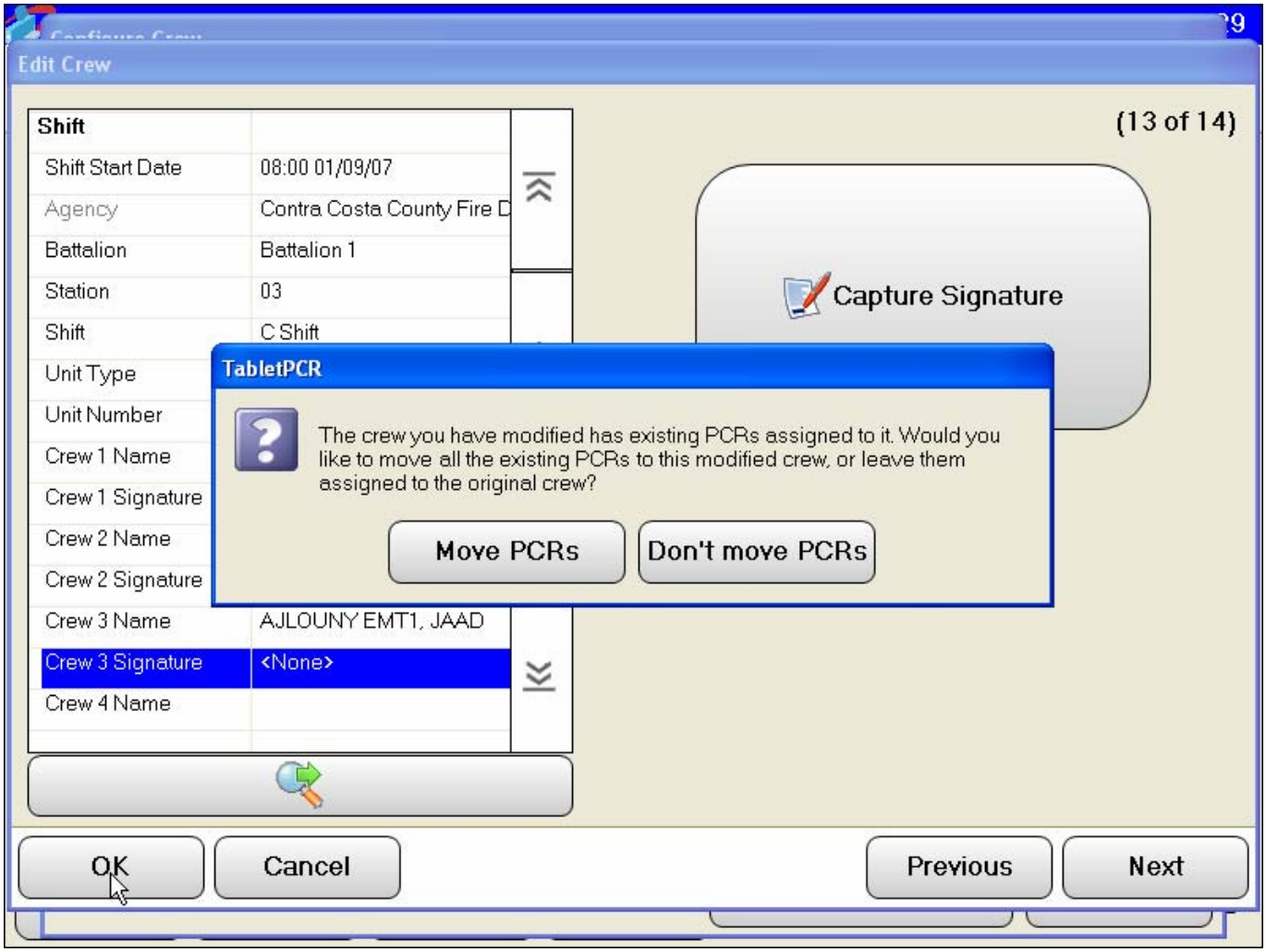
FIELD	COMMENTS:
This warning box appears to remind you that you cannot switch out the crew member currently logged into TabletPCR – click “OK”	



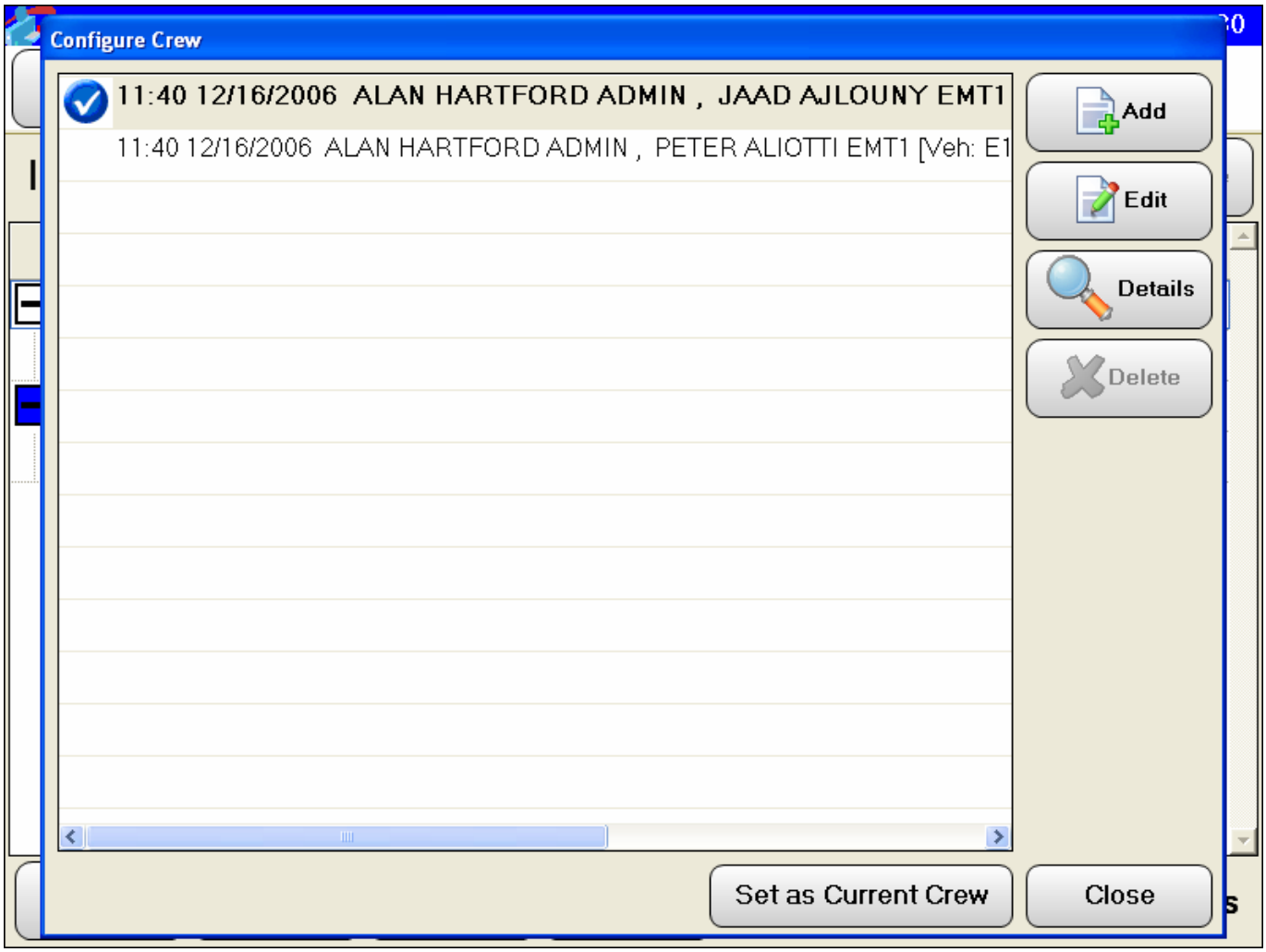
FIELD	COMMENTS:
This is the Shift screen – highlight the crew member being switched out – find the replacement member in the list of names on the upper right quadrant of the screen and highlight that person	



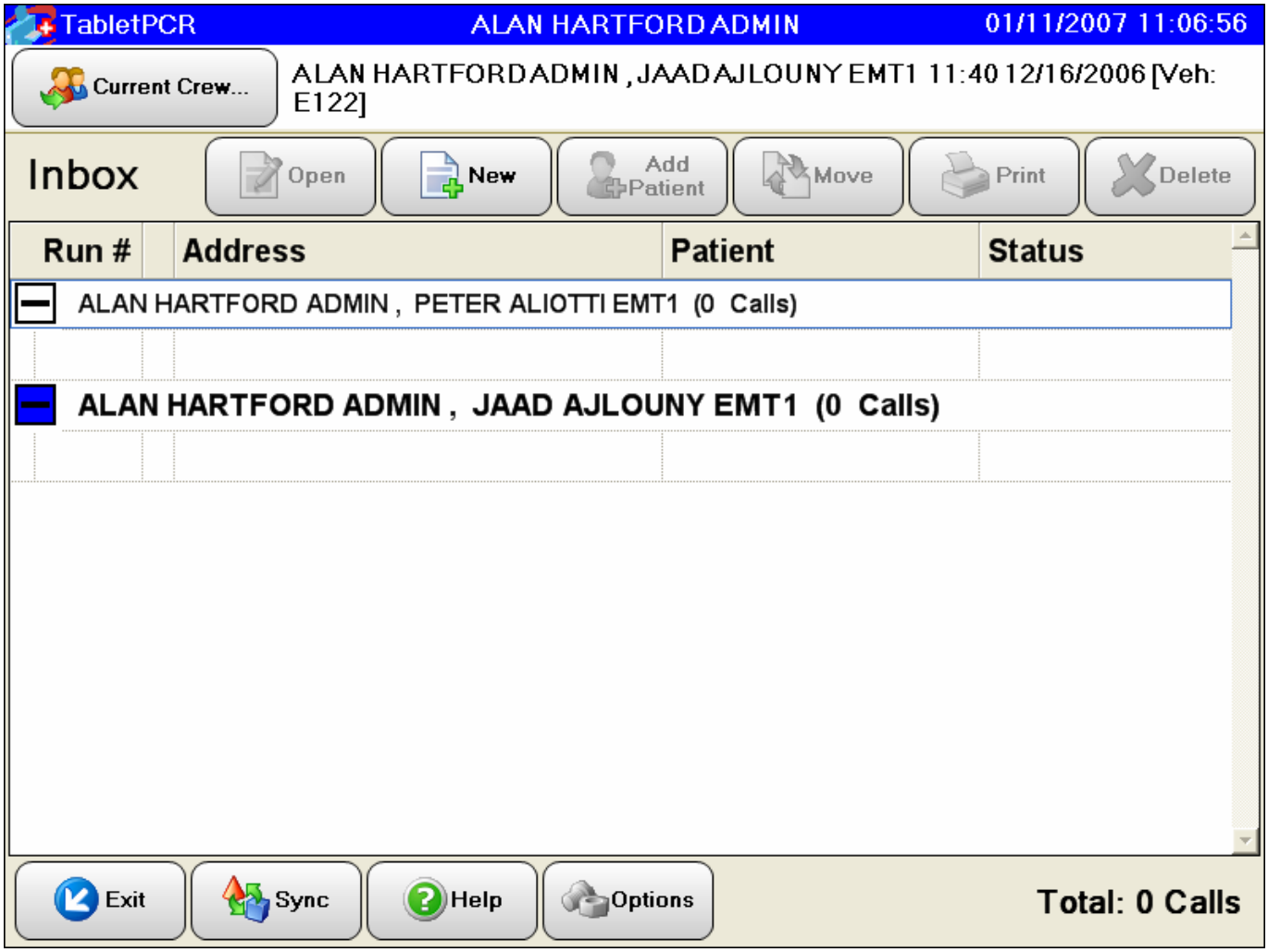
FIELD	COMMENTS:
Highlight the crew member that is being replaced…in this example, Jaad Adjulony was replaced by Josh Andrews – cancel the signature input screen and click “OK”	



FIELD	COMMENTS:
If PCR's were found in the "Inbox", this message pops up	
Move PCRs	Moves the PCR's to the new crew and retains a record of the original crew – choose this option if the crew switch is temporary – all new CAD calls will import to the "current crew" – later, when the switched out crew member returns, you can switch back to the original crew
Don't Move PCRs	Moves the PCR's to the new crew but does not retain a record of the original crew – choose this option if the crew switch will be for the remainder of the shift.



FIELD	COMMENTS:
At this screen, if you choose YES, you will have two crews in your Inbox – If you choose NO only one crew will be displayed in the Inbox	
Yes	Choose this if the replaced person will be returning prior to the end of the shift – any open incidents on the previous crew will be not be available to be completed unless you switch back to that crew as the Current Crew
No	Choose this if the replaced person will not be returning prior to the end of the shift



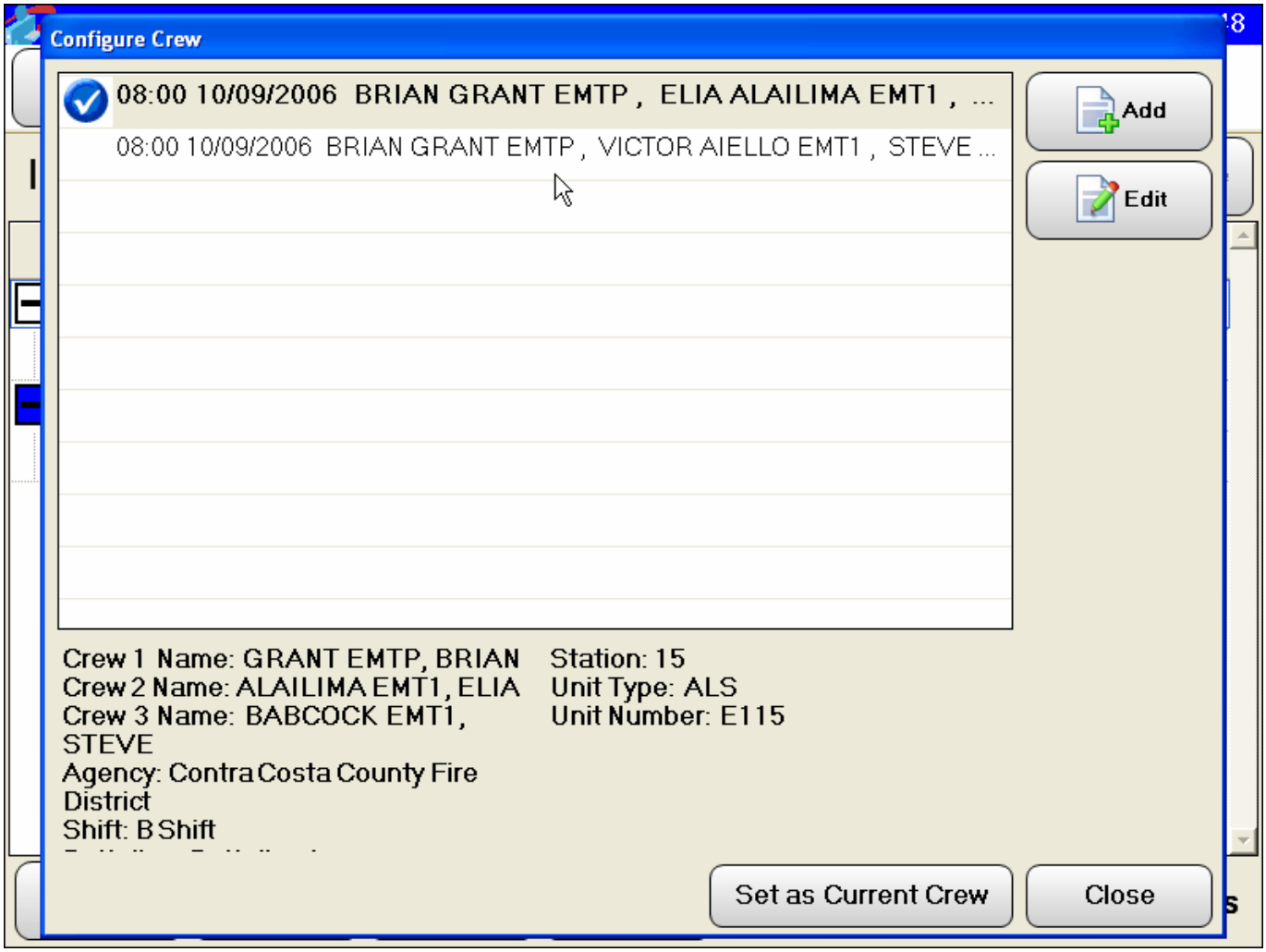
FIELD	COMMENTS:
This is the Inbox view when you have two crews listed – any open incidents on the previous crew (the top one in this example) are inaccessible unless you go back and choose it as the Current Crew – all new incidents will be logged under the Blue Highlighted crew	

For crews that cross staff – how to set up a second crew in order to obtain incidents for multiple apparatus – there is no need to do this at the beginning of the shift, unless you want to, otherwise, just do it if you run an incident on another apparatus during the shift

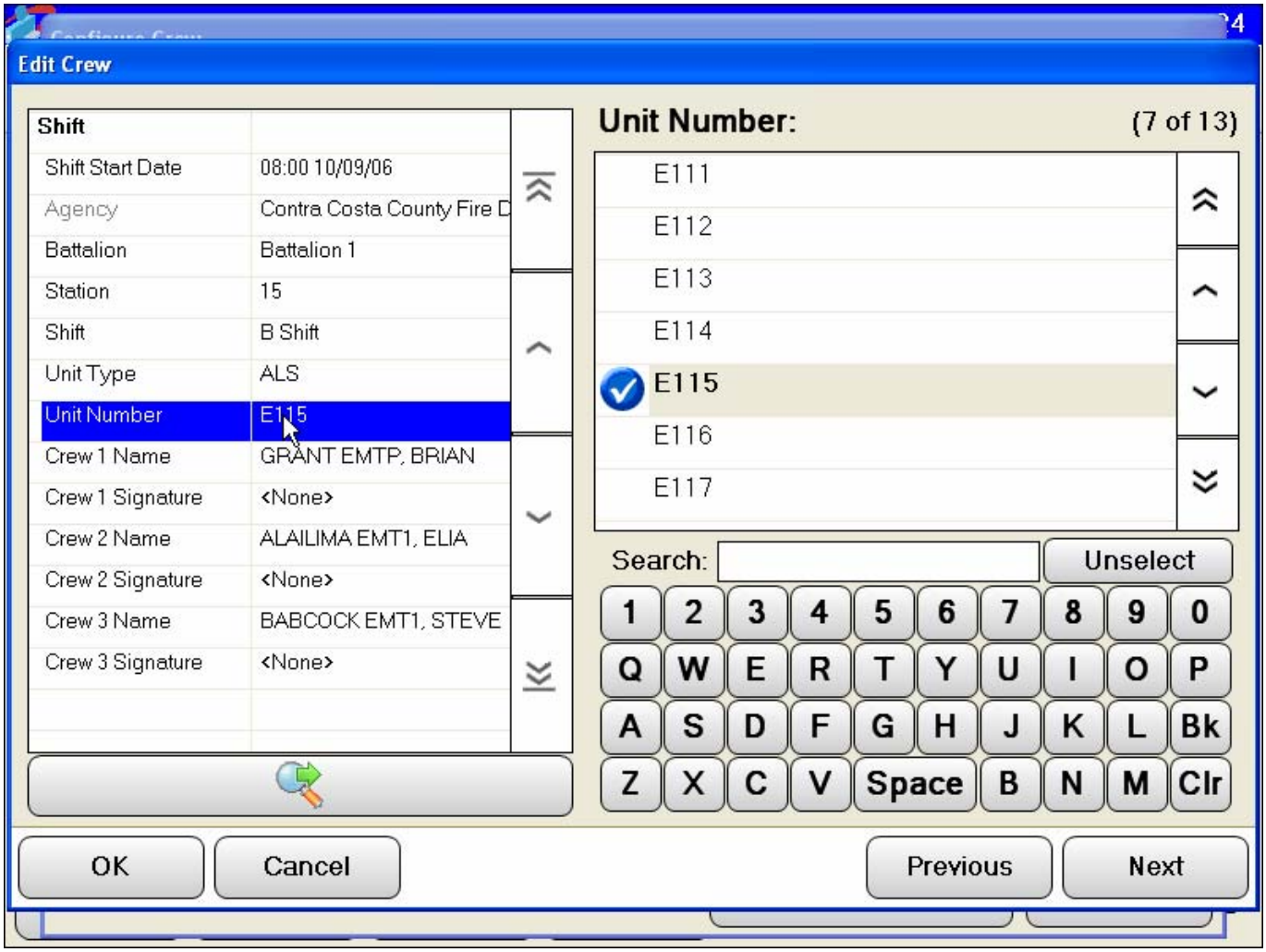
From the Inbox:

- Click on Current Crew (top left of screen)
- Make sure the crew you want to edit is highlighted (if multiple crews are displayed)
- Click Edit – brings you to the shift screen
- Highlight the Apparatus
- Search for and replace with the other (cross-staffed) apparatus
- You are presented with a screen that wishes you to confirm the change
    - Click YES
- Click OK
- You are asked if you want to create a second crew
- Click YES
- Ensure the new crew (based on the apparatus is highlighted)
    - Look at the information on the bottom of the screen
- Click on Select as Current Crew
- Upload new calls for that apparatus
- To return to the previous crew
    - Click on Current Crew
    - Highlight the crew with the other apparatus
    - Click on Select as Current Crew

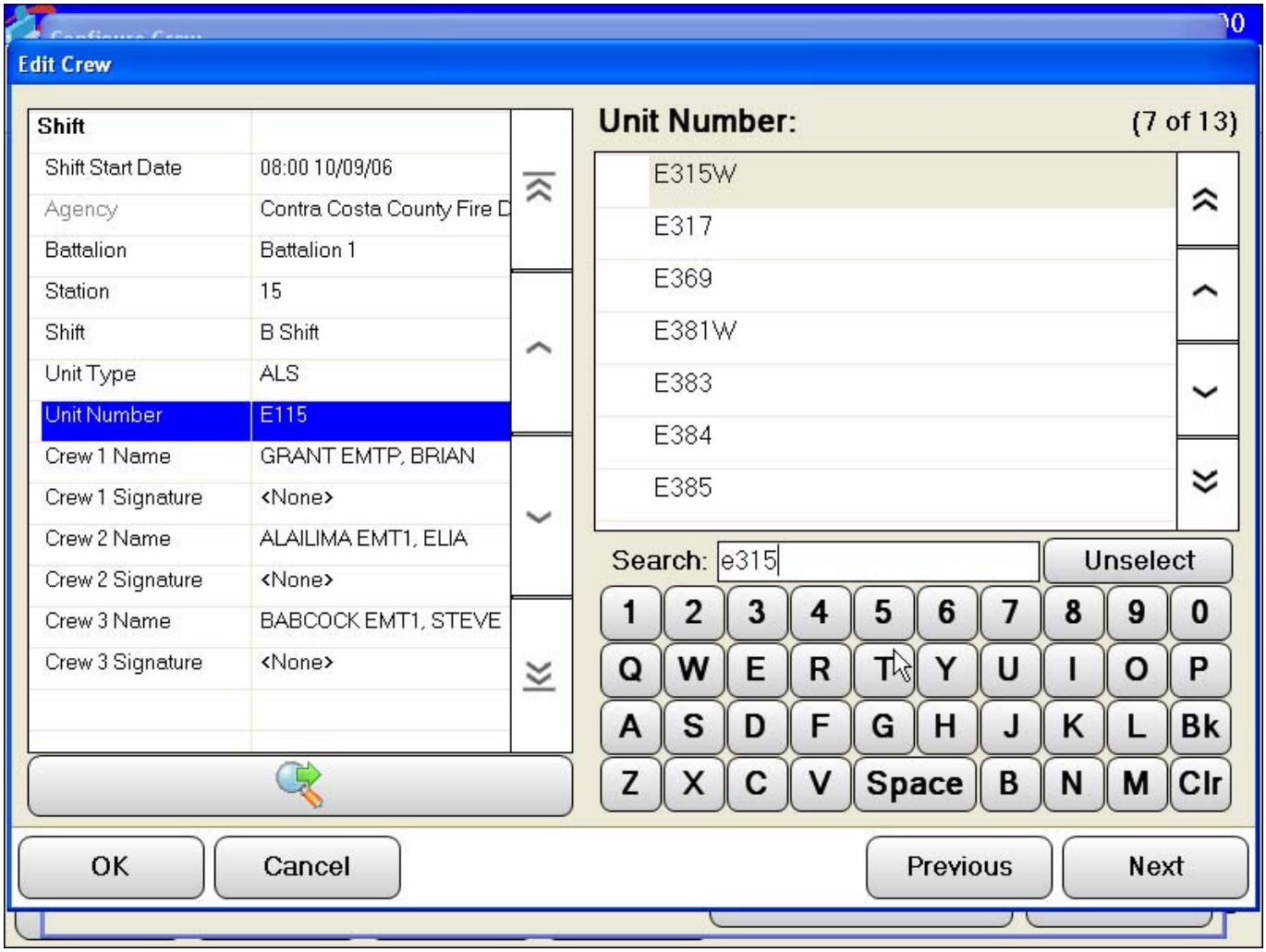
The following screens demonstrate this procedure


Configure Crew
08:00 10/09/2006 BRIAN GRANT EMTP , ELIA ALAILIMA EMT1 , ...
08:00 10/09/2006 BRIAN GRANT EMTP , VICTOR AIELLO EMT1 , STEVE ...
Add
Edit
Crew 1 Name: GRANT EMTP, BRIAN
Crew 2 Name: ALAILIMA EMT1, ELIA
Crew 3 Name: BABCOCK EMT1, STEVE
Agency: Contra Costa County Fire District
Shift: B Shift
Station: 15
Unit Type: ALS
Unit Number: E115
Set as Current Crew
Close

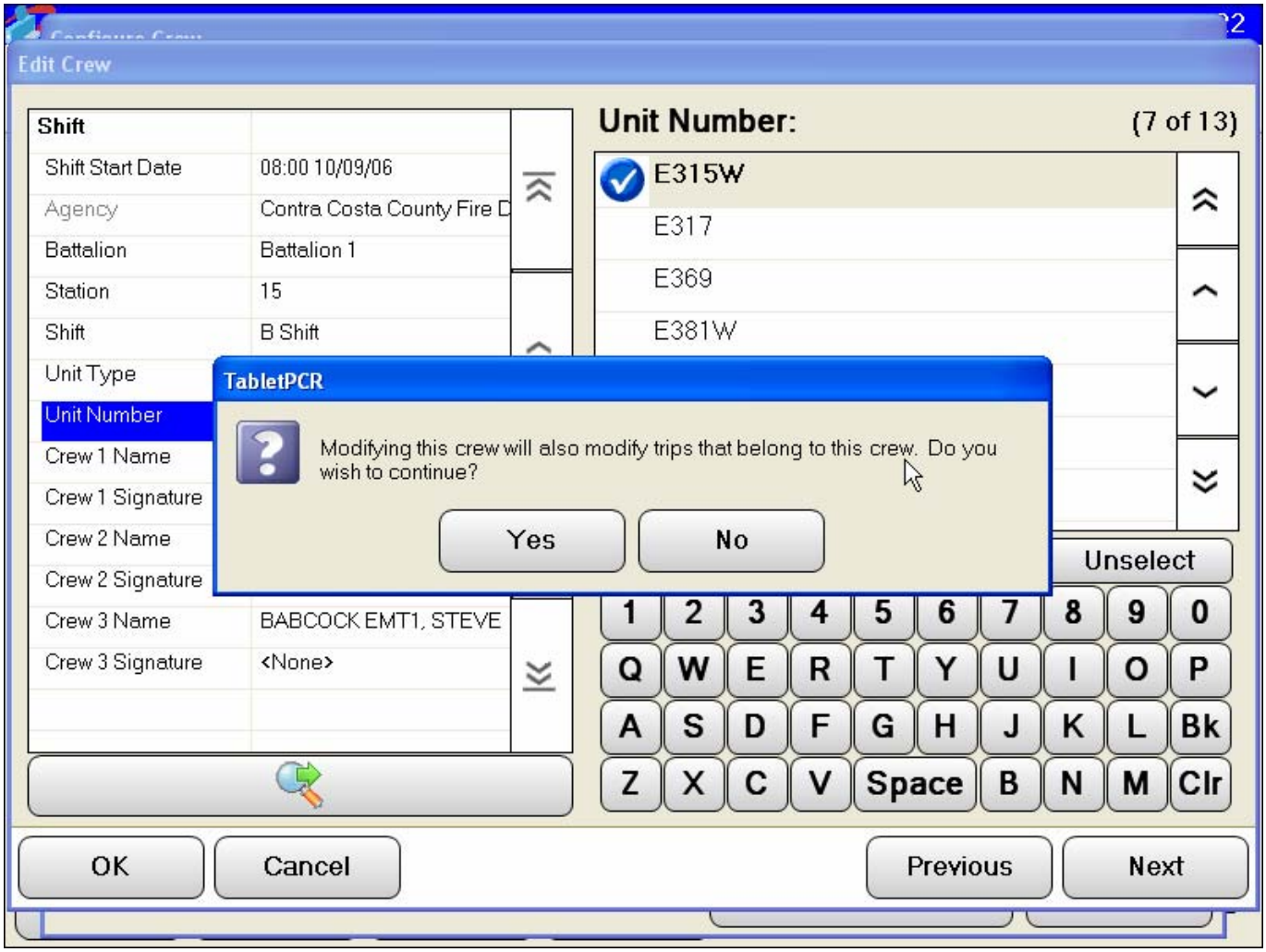
FIELD	COMMENTS:
After selecting “Current Crew” from the Inbox – ensure you are highlighting the correct crew – choose Edit	



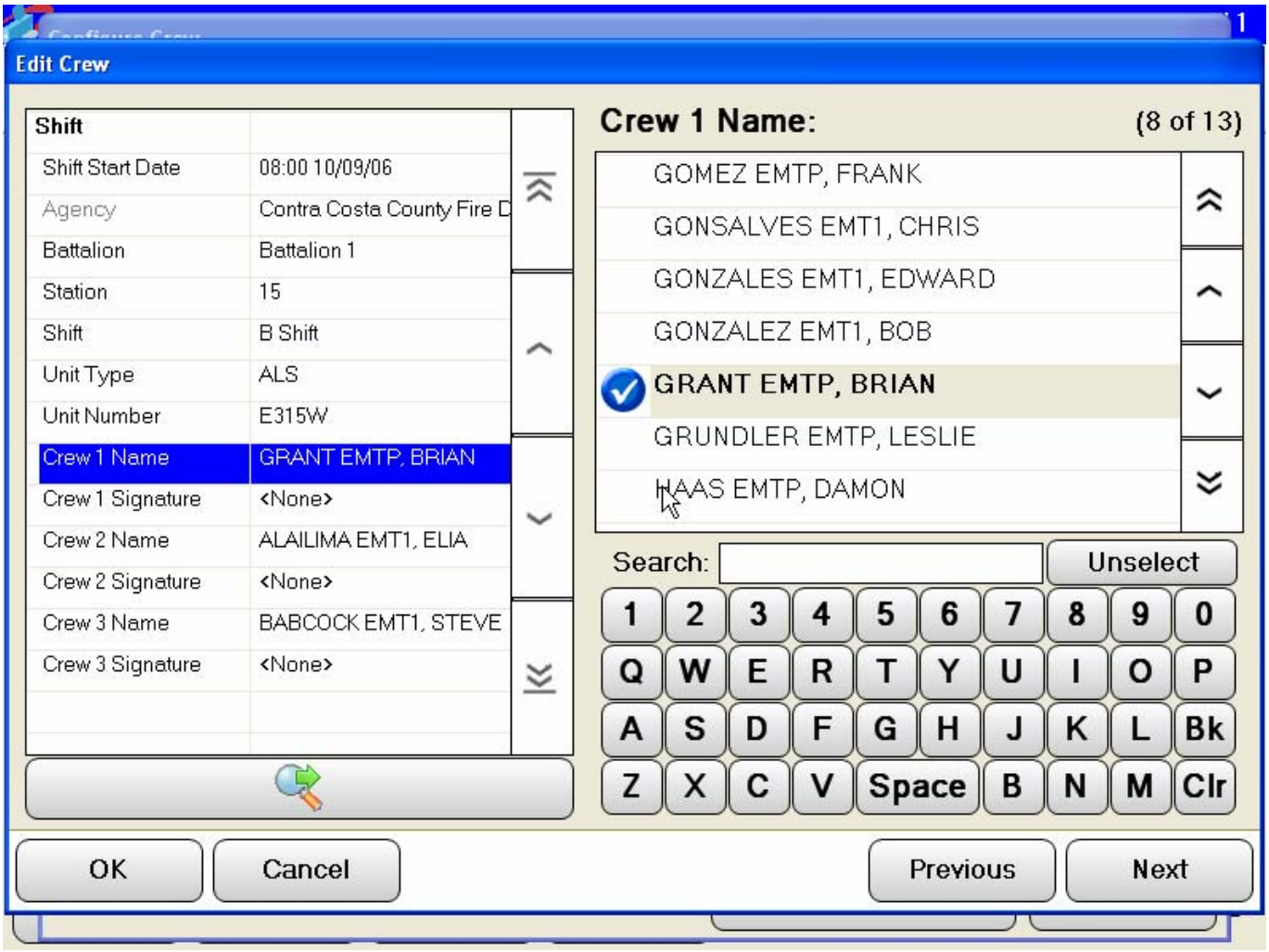
FIELD	COMMENTS:
Highlight the Unit Number and find the cross staffed Unit Number – In this example E115 will be replaced with E315W	



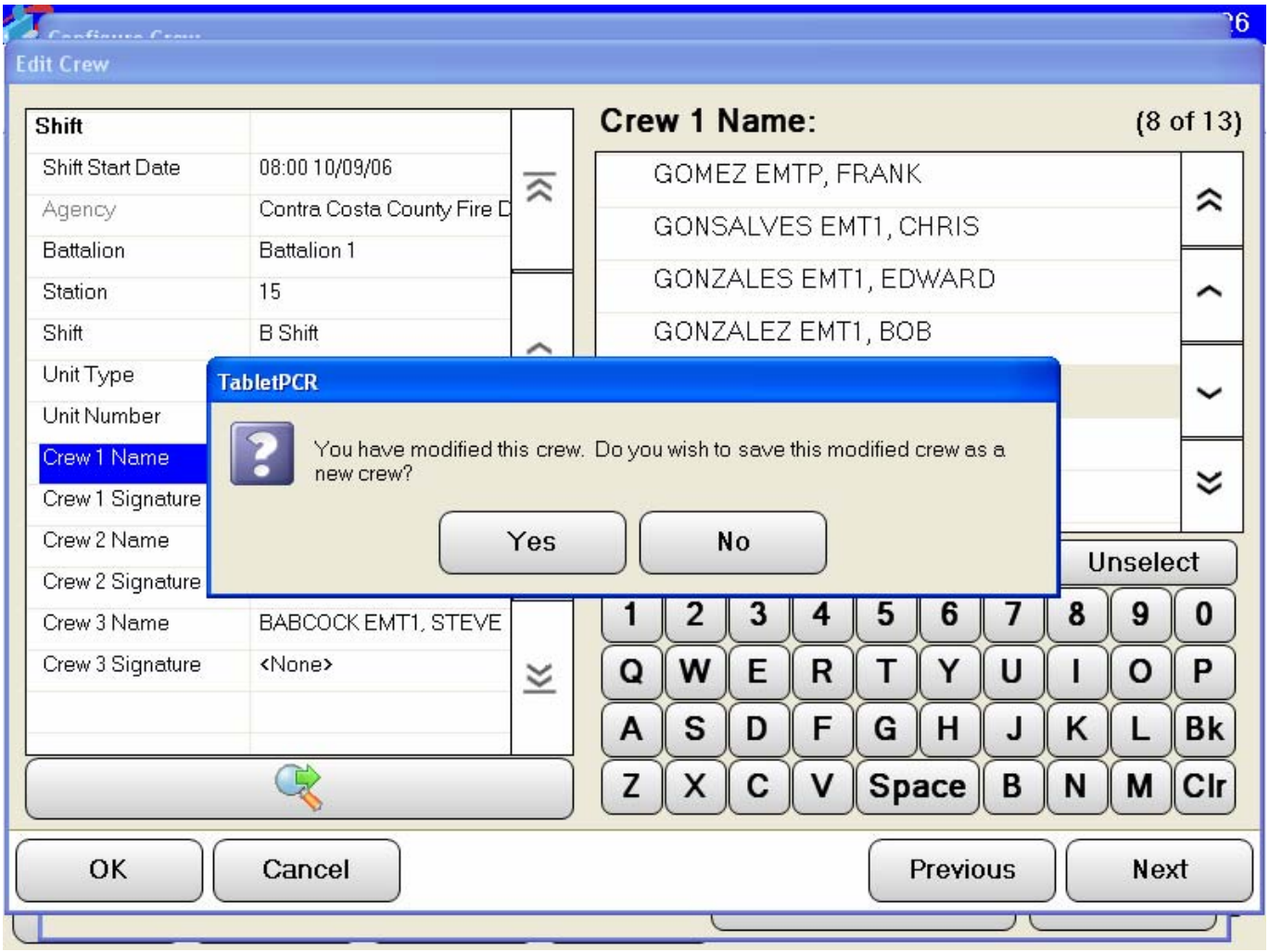
FIELD	COMMENTS:
This example shows using the “Search” function to quickly access the other apparatus	



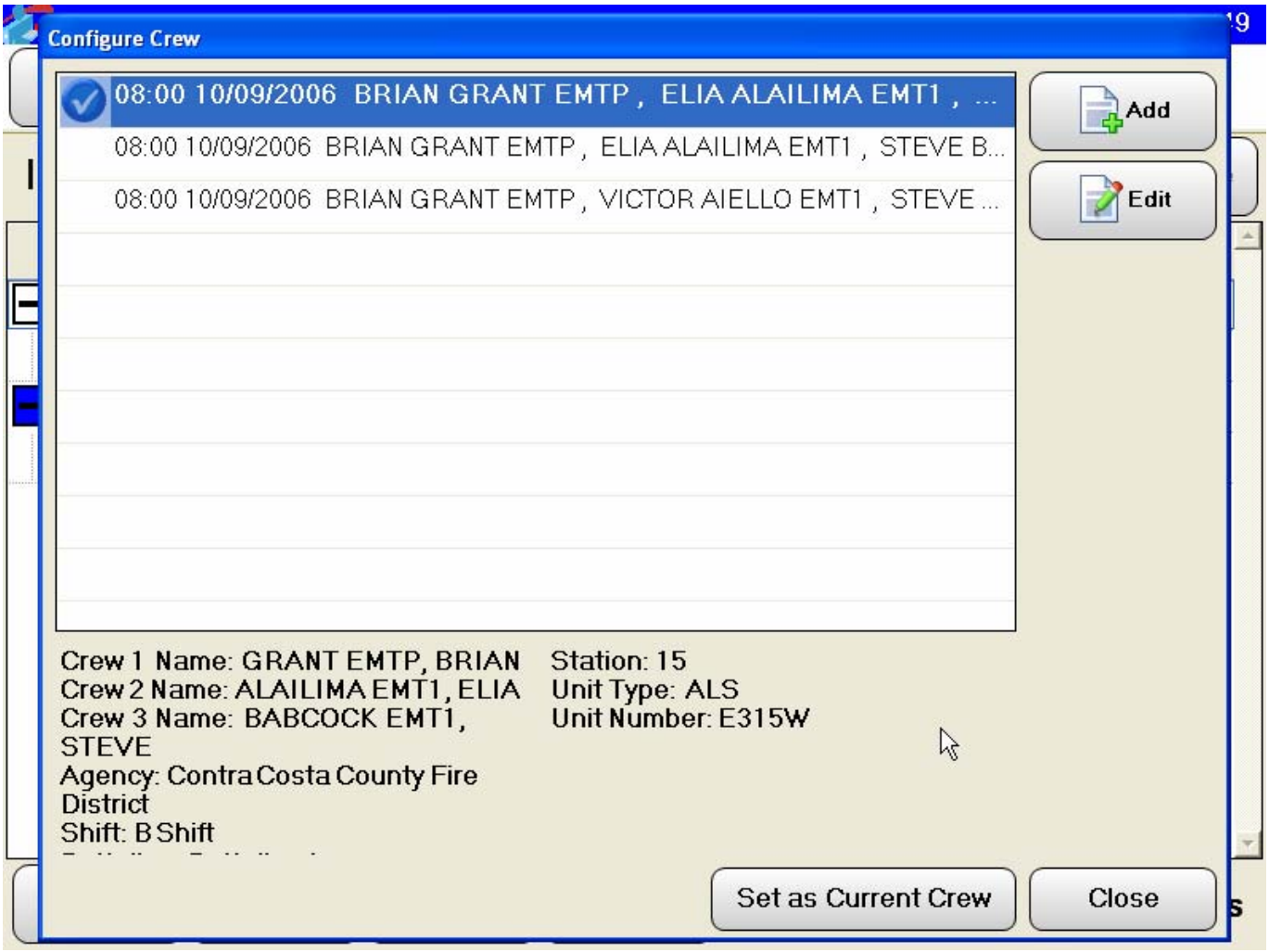
FIELD	COMMENTS:
After Highlighting the replacement apparatus you are presented with the following decision window – If you are sure you want to change the apparatus, click YES	



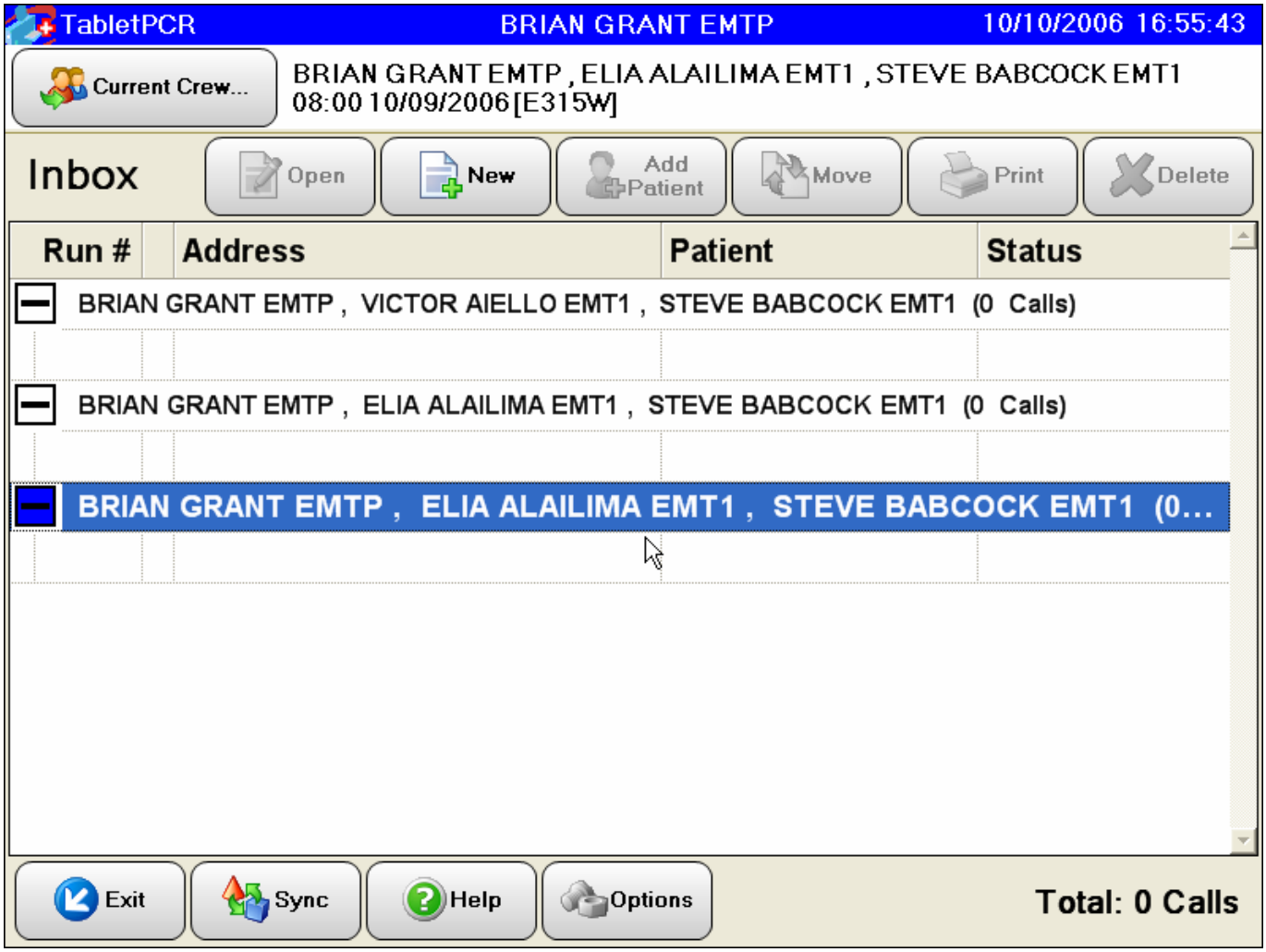
FIELD	COMMENTS:
Now click OK – Note that E115 has been replaced with E315W	



FIELD	COMMENTS:
Here you should definitely choose YES – this will allow you to move back and forth between your cross staffed apparatus throughout the shift by simply re-setting the current crew	
Remember – Calls from the CAD have to match exactly the apparatus E115 = E115 and E315W = E315W	


Configure Crew
08:00 10/09/2006 BRIAN GRANT EMTP , ELIA ALAILIMA EMT1 , ...
08:00 10/09/2006 BRIAN GRANT EMTP , ELIA ALAILIMA EMT1 , STEVE B...
08:00 10/09/2006 BRIAN GRANT EMTP , VICTOR AIELLO EMT1 , STEVE ...
Add
Edit
Crew 1 Name: GRANT EMTP, BRIAN
Crew 2 Name: ALAILIMA EMT1, ELIA
Crew 3 Name: BABCOCK EMT1, STEVE
Agency: Contra Costa County Fire District
Shift: B Shift
Station: 15
Unit Type: ALS
Unit Number: E315W
Set as Current Crew
Close

FIELD	COMMENTS:
Note here you now have three crews displayed – if you get confused, simply highlight a crew and read the full information at the bottom of the screen – in this example, the highlighted crew is on E315W	
Choose “Set as Current Crew” to get back to the Inbox	



FIELD	COMMENTS:
Note in this example that the third crew is selected as current crew and they show as being on E315W (top of the screen) – any imported CAD data with this crew would only be for E315W	
If you needed to get back to E115, Click on Current Crew, find the proper crew on E115, highlight it and then set that crew as the current crew	
Using this technique, you are only a few mouse clicks away from all apparatus in your station	

Adding information after completing and syncing a report (Addenda)

FIELD	COMMENTS:
Open Outlook (e-mail program)	
Start a new e-mail and click “To” – find and select “TabletPCR Addenda”	
After “Subject” type in the incident number and add Addenda – i.e. “YYXXXXXXX Addenda”	
Add your information for the call in the e-mail body	
Your e-mail will be “pasted” into the report under “Addenda”	
You will receive a confirmation e-mail when the Addenda has been added	